COMMITTEE NAME: EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS) WITH STANDING COMMITTEE CHAIRS
MEETING DATE & TIME: 4 SEPTEMBER 2015; 3:30 –4:45
MEETING LOCATION: 301 PARKS ADMINISTRATION BUILDING

ATTENDANCE:

MEMBERS	**"P" denotes Present, "A" denotes Absent, "R" denotes Regrets**		
P	Angel Abney (CoAS, CAPC Chair)	P	Lyndall Muschell (CoE, ECUS Member)
R	Kelli Brown (Provost)	P	Barbara Roquemore (CoE, FAPC Chair)
P	Jan Clark (CoAS, RPIPC Chair)	P	Susan Steele (CoHS, ECUS Chair Emeritus)
R	Jolene Cole (Library, ECUS Member)	P	John R. Swinton (CoB, ECUS Chair)
R	Steve Dorman (University President)	P	Craig Turner (CoAS, ECUS Secretary)
P	Chavonda Mills (CoAS, ECUS Vice-Chair)		

GUESTS:
James Carlisle, *Director of Enterprise Systems*
Bob Orr, *Chief Information Officer*
Kelly Rickman, *Application Systems Analyst, Enterprise Systems*
Note: Neither APC Chair nor SAPC Chair have been elected to our knowledge as of this meeting date.

	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 John R. Swinton (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	As this was the first meeting of the 2015-2016 academic year for the Executive Committee with Standing Committee Chairs, there were no minutes to approve.	.	
IV. Reports			
President's Report **President Dorman**	As President Dorman had extended regrets and was unable to attend the meeting, there was no President's Report.		
Provost's Report **Provost Brown**	As Provost Brown had extended regrets and was unable to attend the meeting, there was no Provost's Report.		
Executive Committee of the University Senate (ECUS) **John R. Swinton**	1. **Motions** ECUS has two motions to submit for University Senate consideration at its 18 Sep 2015 meeting. Two documents have been recommended for adoption (with periodic review) as official university senate documents: the governance history presently known as draft governance history and the university senator handbook as distributed to 2015 governance retreat participants. 2. **Officers** The 2015-16 ECUS officers are John R. Swinton (Chair), Chavonda Mills (Vice-Chair) and Craig Turner (Secretary) 3. **Meeting** ECUS met on 4 Sep 2015 from 2:00pm to 3:15pm. The following topics were discussed. a. ECUS Secretary Election Formally elected Craig Turner to serve as Secretary of the 2015-2016 ECUS. b. ECUS Operating Procedures were formally adopted. c. Drafting Bylaws Revisions i. Elected Faculty Senator Eligibility, clarify when the two		

	years of service needed for eligibility ends to address the perceived ambiguity of this requirement. ii. Add the SoCC (Subcommittee on the Core Curriculum) Chair to the minimal membership of SCoN (Subcommittee on Nominations) d. <u>Formally Appointed SCoN</u> i. Chair Chavonda Mills and ii. Appoint minimal membership from university senate bylaws (ECUS Members, Standing Committee Chairs, Staff Council Chair, Student Government President) plus SoCC Chair. e. <u>University Strategic Plan</u> Costas Spirou provided information on the plans for developing the 2015-2020 strategic plan for the university. The interested reader is directed to the minutes of the 4 Sep 2015 ECUS meeting for details. This information will also be shared at the 18 Sep 2015 meeting of the university senate. f. <u>Selection of LARP Representative</u> At the 18 Sep 2015 university senate meeting, there will be an effort to elect (after calling for nominations) an individual to serve as a university senate representative on the LARP (Liberal Arts Renewal Process) Committee. g. <u>Archivist and Story Teller</u> The naming of a Georgia College Story Teller was proposed at the governance retreat. The deliberation		

	on this item was deferred to a future ECUS meeting. h. <u>Steered the Following to Committees</u> i. Resolution to adopt the AAUP (American Association of University Professors) Redbook statements as university guidelines steered to FAPC (port to SAPC any student issues identified) ii. Develop curriculum review policy and procedures steered to APC (broader than CAPC scope) with direction to coordinate with CAPC when curricular review is within CAPC scope. iii. Reconsideration of policies and procedures for academic year contract faculty when asked to work (primarily service work) in the summer without a contract steered to FAPC noting that the 2010-2011 FAPC considered this matter. iv. Reallocation of parking spaces concern steered to RPIPC i. <u>Information Items</u> i. Department of Theatre changing name to Department of Theatre and Dance ii. Philosophy and Liberal Studies program to become a department. This gave rise to discussion as to whether or not this should be a discussion item or be a full university senate debate. In the future, there needs to be clear		

	guidelines for such changes due to potential resource allocation issues. iii. University Senate Budget $5000 annual allocation, 2015 retreat expenses paid in full, current balance $2667.30.		
Academic Policy Committee (APC) **Donovan Domingue**	1. **Motions** APC has no motions to submit for University Senate consideration at its 18 Sep 2015 meeting. *Note: While these minutes were in preparation, the APC elected Donovan Domingue as its Chair and David McIntyre as its Vice-Chair.* 2. **Officers** The 2015-16 APC officers are Donovan Domingue (Chair), David McIntryre (Vice-Chair) and John Sirmans (Secretary) 3. **Meeting** As no representative of the APC was present at the meeting, there was no formal APC Report.		
Curriculum and Assessment Policy Committee (CAPC) **Angel Abney**	1. **Motions** CAPC has one motion to submit for University Senate consideration at its 18 Sep 2015 meeting. The motion is the proposed addition of a BA degree with a major in World Languages and Cultures. 2. **Officers** The 2015-16 CAPC officers are Angel Abney (Chair), Amy Sumpter (Vice-Chair) and Nicole DeClouette (Secretary). 3. **Meeting** The Curriculum and Assessment Policy Committee of the University Senate met on 4 Sep 2015 from 2:00pm to 3:15pm. The following topics were discussed. a. **Bylaws Change** suggested wording for elected faculty senator eligibility "two academic years of service"		

	b. **CAPC Operating Procedures** were modified. Specifically, deliberation on information items is deferred to email conversation unless a committee member recommends face to face. c. **MED Foundations (CoE**) postponed to next CAPC meeting with four clarifications expressed. i. Clarify the coverage for staffing. ii. How will observation or supervision hours be handled for students who are not local? iii. Provide a justification and explanation for change from three hour courses to four hour courses iv. Provide verification that the proposal was reviewed and specifically approved by the CoE.		
Faculty Affairs Policy Committee (FAPC) **Barbara Roquemore**	1. **Motions** FAPC has no motions to submit for consideration by the University Senate at its 18 Sep 2015 meeting. 2. **Officers** The 2015-16 FAPC officers are Barbara Roquemore (Chair), Tom Toney (Vice-Chair) and Alex Blazer (Secretary). 3. **Meeting** The Faculty Affairs Policy Committee of the University Senate met on 4 Sep 2015 from 2:00pm to 3:15pm. FAPC approved two motions pertaining to the Tenure and Promotion Task Force. a. FAPC Motion 1: Two FAPC members to serve on Task Force; i. This motion passed with one nay vote ii. The FAPC members nominated to serve on this task force were Karen Berman and Ryan Brown.		

	b. FAPC Motion 2 It has been recommended from faculty member constituents of FAPC that colleges elect representatives to serve on the Task Force rather than be appointed or volunteer. This might be a good step toward faculty buy in of the process. i. This motion passed with unanimous approval.		
Resources, Planning and Institutional Policy Committee (RPIPC) **Jan Clark**	1. **Motions** RPIPC has no motions to submit for University Senate consideration at its 18 Sep 2015 meeting. 2. **Officers** The 2015-16 RPIPC officers are Jan Clark (Chair), Ben McMillan (Vice-Chair) and Brittiny Johnson (Secretary). 3. **Meetings** The Resources, Planning and Institutional Policy Committee of the University Senate met on 11 Aug 2015 (Governance Retreat Session) as well as 4 Sep 2015 from 2:00pm to 3:15pm. The following topics were discussed a. On August 11, 2015-2016 RPIPC met for its first regular meeting at the governance retreat at Rock Eagle. i. The group approved operating procedures for the committee. A set of tentative issue items for the year were generated. The decision was made to wait to finalize an initial list of potential issue items until the 2014-2015 RPIPC annual report was disseminated at the Sep. 4 meeting. b. On Sep 4 RPIPC met in Atkinson 202 from 2:00 pm to 3:15 pm i. The RPIPC 2014-2015 annual report was disseminated. Items not		

	completed during the 2014-2015 academic year include: 1) Establish a faculty club campus space for current and Emeritus faculty members, 2) To provide the option of a printed campus directory at least every five years, 3) A Request from SGA to RPIPC to review the common meeting time, 4) A revision in the schedule of classes to make visible to students at the time of registration which classes do not require a prerequisite, 5) Investigate the creation of an up-to-date campus space utilization policy, and 6) Await the anticipated implementation of the 12 month pay option for academic year faculty in 2017 when the current shared services vendor is replaced. ii. New items for consideration on agenda include 1) Recommendations to close the loop on previous revisions to Policy, Procedures, and Practices Manual, 2) Pursue campus-wide sustainability/recycling best practices, 3) Perceived loss of employee parking spaces over the summer, and questions		

	regarding process of allocating parking to employees, staff, students, and commuters, 4) Need for Utility Cart Policy, and 5) Align GC policies on Employee drug testing and Education Support Leave with USG policies. 4. **Actions** a. Inform ECUS that common meeting time issue brought up by SGA was not resolved by RPIPC. b. Consult ECUS about existence of current space utilization policy in senate data base archives. c. Invite Ryan Greene to 2 Oct 2015 RPIPC meeting to discuss parking and utility cart policies and procedures.		
Student Affairs Policy Committee (SAPC) **Committee Chair Not Yet Elected**	1. **Motions** SAPC has no motions to submit for University Senate consideration at its 18 Sep 2015 meeting. 2. **Officers** The 2015-16 SAPC officers are Not Yet Elected (Chair), Not Yet Elected (Vice-Chair) and Not Yet Elected (Secretary). 3. **Meeting** As no representative of the SAPC was present at the meeting, there was no formal SAPC Report.		
Subcommittee on Nominations (SCoN) **and** **Governance Retreat Planning Committee (GRPC)**	1. **Motions** SCoN has one motion to submit for University Senate consideration at its 18 Sep 2015 meeting. The motion details modifications to the slate of nominees for the officers and committee members of the 2015-2016 University Senate.		

Chavonda Mills	2. **Officers** The 2015-16 SCoN officers are Chavonda Mills (Chair), (No Vice-Chair position) and Craig Turner (Secretary). 3. **Supporting Documentation** Chavonda Mills submitted three reports to ECUS and Standing Committee Chairs for review (welcoming editorial suggestions). 1) Report Demonstrating Bylaws Compliance of the Slate of Nominees for the 2015-2016 University Senate Committees; 2) Summary of Revisions to the membership of the University Senate and its committees; and 3) Revisions to the University Senate Slate of Nominees 2015-16.		
V. Information Items Actions/Recommendations			
AAUP Redbooks **John R. Swinton**	The American Association of University Professors (AAUP) celebrates the 100th anniversary of its 1915 founding during 2015. As part of this celebration, a new (eleventh) edition of the Redbook (so called due to its red cover and more formally titled *Policy Documents and Reports*) was published in December 2014 and is now available for purchase. The Redbook is a compendium of statements of best practice for all things academic. Are there committee chairs who do not have a copy of the most recent (eleventh) edition? There were at least two (Jan Clark, Barbara Roquemore) chairs who did not have a copy of this resource. There was agreement by those present to explore ways to obtain copies of the AAUP Redbook for leaders of the 2015-2016 University Senate. The feasibility of hard copies and/or access to the		John Swinton to ensure that university senate leaders receive a copy of the eleventh edition of the AAUP Redbook (or access to the pdf format version) and to check with President Dorman on (partially) funding this purchase.

	pdf version will be explored. Also before allocating university senate dollars to this, John R. Swinton will see if President Dorman is willing to provide funding (partial or full) to purchase these books.		
Committee Annual Reports	At present, the 2014-2015 committee annual reports for ECUS, RPIPC, and SAPC have not been received electronically for archiving. John R. Swinton is following up with Susan Steele, Ben McMillan, and Amy Pinney, respectively, to secure electronic copies of these reports.		John R. Swinton to follow up with Susan Steele, Ben McMillan, and Amy Pinney, respectively, to secure electronic copies of these reports
University Senate Budget	The university senate has an operating budget of $5000 per annum. The expenses of the 2015 governance retreat (bus transit, retreat print materials, facilities use of Rock Eagle, etc.) have been paid. The current balance is $2667.30. A question about the existence of a foundations account in the amount of $500 per annum was posed and John R. Swinton was encouraged to clarify with Monica Starley as the previous two university senate presiding officers recalled that such an account existed under their terms.		
VI. Unfinished Business Review of Action & Recommendations, Provide updates (if any) to Follow-up			
Electronic Presence of the University Senate **James Carlisle** **Bob Orr** **Kelly Rickman**	1. **<u>Introductions</u>** As Director of Enterprise Systems, James Carlisle introduced himself, introduced Chief Information Officer Bob Orr, and introduced the main developer Kelly Rickman who would be giving the overview and demonstration of the proposed electronic presence of the university senate.		

	2. **Proposal Meeting** James Carlisle briefly mentioned that at the outset of the development of the new electronic presence, information about the proposal was shared at the 22 Aug 2014 meeting of the 2014-15 ECUS with Standing Committee Chairs. Some in the room were present at that meeting. 3. **Consultations** James Carlisle and Kelly Rickman had consulted with Craig Turner and John R. Swinton during the development and had found these consultations extremely beneficial to advance and inform the development. 4. **Summary** James Carlisle noted that the proposed finished product is being provided for review. Feedback is welcome to develop a punch list of final edits necessary to reach completion. 5. **Presentation** Kelly Rickman provided an overview and demonstration of the new environment. 6. **Overview** The items presented by Kelly Rickman were as follows. a. The main goal of this initiative was to consolidate the existing components of the electronic presence (which are scattered among a variety of websites) into a seamless comprehensive one stop shop, making refinements and improvements as necessary. b. The current proposed replacement electronic presence has five main components. i. Public Site to replace the current senate.gcsu.edu site		

	ii. Minutes to replace the university senate minutes archive presently found at the site minutes.gcsu.edu iii. File Repository to replace the existing file repository iv. Senator Database to replace the existing online senator database v. Motions to replace the existing online motion database c. The new electronic presence is role-based, in that users will receive (as appropriate) roles to empower them with certain authorities to interact with components of the environment. Roles include but are not limited to content manager (public site), historian (senator database), and moderator (overseer of motions). 7. **Demonstration** The items demonstrated by Kelly Rickman were as follows. a. Meeting tab includes a searchable minutes database b. Members tab provides a roster with pictures of the current university senators c. Committees tab includes a page for each university senate committee d. Resources tab includes the electronic archive (now called the green page) e. File Repository tab includes the file repository f. Motions tab contains a searchable motion tracking system g. Senator Database tab include s a searchable database for university senators and committee members		

	h. Authenticated access was highlighted to show the differences between what any user can see and what a user with a particular role can see when logging in using appropriate authentication. i. As is currently the case, authentication will be unify credentials. Demos of the people database (terms of service on university senate and committees) and motions (multistep process of actions on motions) were provided. 8. **Feedback** The items of feedback from those present included the following. a. Craig Turner provided some written feedback yesterday which we will process and follow up on. b. A suggestion of adding a search by committee to the minutes environment was offered from the floor. Kelly Rickman indicated this type of search could easily be added. c. John Swinton indicated that he intended to try out the motions component by entering into the motions component the two motions that ECUS will sponsor at the 18 Sep 2015 university senate meeting. d. The environment was likened to a new vehicle and all interested parties were invited to kick the tires and take it for a test drive. i. Bob Orr indicated that the keys could be handed over for the test drive at any time. ii. James Carlisle noted that after the test drive and fixes were made, the		

	system could go live and replace the existing system. iii. Bob Orr indicated that the existing data will be incorporated into the new environment prior to the environment going live. iv. Kelly Rickman indicated that much of the senator database data had been entered already for testing purposes and that the remaining data (such as motions) will be incorporated soon.		
VII. New Business Actions/Recommendations			
University Senate Agenda and Minutes Review	1. **Tentative Agenda 18 Sep 2015**: Based on the committee reports at this meeting, a. **Motions** There will be up to four motions on the agenda of the 18 Sep 2015 meeting of the University Senate, specifically i. CAPC (1) 1) New BA program with a major in World Languages and Cultures. ii. ECUS (2) 1) Adoption of the Governance History document. 2) Adoption of the University Senator Handbook. iii. SCoN (1) 1) Modifications to the slate of nominees for the officers and committee members of the 2015-2016 University Senate. b. **Reports** Administrative reports and committee reports will also be agenda items.	The motion (circulate minutes) was approved.	1. John R. Swinton to draft the tentative agenda of the 18 Sep 2015 meeting of the University Senate. 2. Motions to be entered into the online motion database by CAPC (1), ECUS (2), SCoN (1). 3. Craig Turner to circulate the DRAFT minutes of the 24 Apr 2015 and 1 May 2015 meetings of the University Senate to university senators for review.

	2. **University Senate Minutes Review**: A **MOTION** *that the DRAFT minutes of the 24 Apr 2015 and 1 May 2015 University Senate meetings be circulated for university senator review* was made and seconded.		
VIII. Next Meeting (Tentative Agenda, Calendar)			
1. Calendar	18 Sep 2015 @ 3:30pm Univ. Senate A&S 2-72 02 Oct 2015 @ 2:00pm ECUS Parks 301 02 Oct 2015 @ 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.		John R. Swinton to ensure that such items (if any) are added to agendas of an ECUS and/or ECUS-SCC meeting in the future.
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.	

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: JOHN R. SWINTON (CHAIR), CHAVONDA MILLS (VICE-CHAIR), CRAIG TURNER (SECRETARY)
ACADEMIC YEAR: 2015-2016
AGGREGATE ATTENDANCE RECORD FOR MEETINGS OF THE EXECUTIVE COMMITTEE AND STANDING COMMITTEE CHAIRS
"P" denotes Present, "A" denotes Absent, "R" denotes Regrets, "NYE" denotes not yet elected

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	09-04-15	10-02-15	11-06-15	12-04-15	02-05-15	03-04-15	04-01-15	Present	Regrets	Absent
Kelli Brown *Provost*	R							0	1	0
Jolene Cole *EFS; Library, ECUS Member*	R							0	1	0
Steve Dorman *University President*	R							0	1	0
Chavonda Mills *EFS; CoE; ECUS Vice-Chair*	P							1	0	0
Lyndall Muschell *EFS; CoE; ECUS Member*	P							1	0	0
Susan Steele *EFS; CoHS; ECUS Chair Emeritus*	P							1	0	0
John R. Swinton *EFS; CoB; ECUS Chair*	P							1	0	0
Craig Turner *EFS; CoAS; ECUS Secretary*	P							1	0	0
Donovan Domingue *EFS; CoAS APC Chair*	NYE							0	0	0
Angel Abney *EFS; CoE; CAPC Chair*	P							1	0	0
Barbara Roquemore *EFS; CoAS; FAPC Chair*	P							1	0	0
Jan Clark *EFS; CoB, RPIPC Chair*	P							1	0	0
Not Yet Elected *EFS; Co??, SAPC Chair*	NYE							0	0	0

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