

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

MEETING DATE & TIME: 30 MARCH 2018; 3:30 –4:45

MEETING LOCATION: PARKS ADMINISTRATION BUILDING, ROOM 301

ATTENDANCE:

MEMBERS	“P” denotes Present, “A” denotes Absent, “R” denotes Regrets
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P Alex Blazer (CoAS, ECUS Vice-Chair)	P Craig Turner (CoAS, ECUS Secretary)
P Kelli Brown (Provost)	P J.F. Yao (CoB, ECUS Member)
A Jolene Cole (Library, ECUS Member)	P John Swinton (CoB, APC Chair)
P Nicole DeClouette (CoE, ECUS Chair)	P Lyndall Muschell (CoE, EAPC Chair)
R Steve Dorman (University President)	P David Johnson (CoAS, FAPC Chair)
R Will Hobbs (CoHS, ECUS Member)	R Diana Young (CoAS, RPIPC Chair)
P Chavonda Mills (CoAS, ECUS Chair Emeritus)	P Emily Gomez (CoAS, SAPC Chair)

GUESTS
Donna Bennett (RPIPC Vice-Chair)
Brandon Samples (SoCC Chair)

<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 Nicole DeClouette.		
II. Approval of Agenda	A <u>MOTION</u> to approve the agenda was made and seconded.	The agenda was approved as circulated.	
III. Approval of Minutes	A <u>MOTION</u> to approve the minutes of the 2 Mar 2018 meeting of the Executive	The 2 Mar 2018 Executive Committee with Standing	

	<p><i>Committee with Standing Committee Chairs</i> 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.</p>	<p>Committee Chairs meeting minutes were approved as posted, so no additional action was required.</p>	
IV. Reports			
President's Report President Dorman	<p>As President Dorman had extended <i>Regrets</i> and was unable to attend this meeting, there was no President's Report.</p>		
Provost's Report Provost Kelli Brown	<ol style="list-style-type: none"> 1. <u>State of Georgia Budget</u> The House voted 175-1 to accept the Budget Conference Committee report. The legislative process for the 2019 Budget is complete. Our Integrated Science Center design funds are included. The bill now awaits the Governor's signature to become effective, but we have been assured that there is no concern from the Governor's Office regarding the addition of our project. 2. <u>Academic Unit Name Change</u> Per the guidelines to rename an academic unit. The Provost has reviewed a request from PALS, it has been shared and approved by the President and the Cabinet. Effective 1 May 2018 the Philosophy and Liberal Studies department (PALS) will be the Department of Philosophy, Religion and Liberal Studies (and will still use PALS). 3. <u>Calendar</u> Upcoming events that faculty and staff are encouraged to attend: <ol style="list-style-type: none"> a. Celebration of Excellence 20 Apr 2018 9:00 a.m. Russell Auditorium b. Faculty Scholarship Celebration 30 Apr 2018 4:00-6:00 p.m. 		

	<p>Leland Gallery</p> <p>c. Graduate Graduation Ceremony 11 May 2018 7:00 p.m. Centennial Center</p> <p>d. Undergraduate Graduation Ceremony 12 May 2018 9:00 a.m. and 2:00 p.m. Centennial Center</p>		
<p>Subcommittee on Nominations (SCoN)</p> <p>Alex Blazer</p>	<p>1. Motions SCoN has one motion to submit for university senate consideration at its 20 Apr 2018 3:30 pm meeting. See item 3.</p> <p>2. Officers The 2017-18 SCoN officers are Alex Blazer (Chair), (No Vice-Chair position) and Craig Turner (Secretary).</p> <p>3. Slate of Nominees Alex Blazer noted that a motion for the slate of nominees will be presented at the 20 Apr 2018 3:30pm university senate meeting and provided the following contextual information.</p> <p>a. Requests have been made for all appointees and designees by email, some are still making selections.</p> <p>b. Committee preferences have been supplied by most elected faculty senators.</p> <p>c. Interest in serving on committees has been received from corps of instruction faculty.</p> <p>d. There were multiple nominees for Presiding Officer Elect:</p> <ul style="list-style-type: none"> ▪ David Johnson accepted by self-nominating, ▪ all others (John Swinton, Diana Young, Stephanie McClure) declined. <p>e. There was only one nominee for Secretary:</p> <ul style="list-style-type: none"> ▪ Craig Turner received multiple nominations. 		

	<ul style="list-style-type: none"> ▪ Craig Turner accepted by self-nominating. <p>f. The draft slate assumes the proposed university senate bylaws will be adopted. Specifically</p> <ul style="list-style-type: none"> ▪ Chief Information Officer Bob Orr will serve on RPIPC as the CIO or designee (replacing the Staff Council appointee) ▪ No individuals were placed on SoCC (anticipating SoCC will be dissolved). <p>g. Holes in the slate of nominees included some positions for corps of instruction faculty volunteers as well as some of the appointees and designees.</p> <p>The members of the Subcommittee on Nominations discussed the current draft making a few editions and noting some of the college designations for faculty volunteers were errant. At the end of this deliberation, there were still holes in the slate. Alex Blazer agreed to continue to work on the draft slate to fill the holes and anticipated he would</p> <ul style="list-style-type: none"> a. correct the college designation errors that had been noted during the committee deliberation, b. seek additional volunteers from the corps of instruction faculty to fill holes, c. contact the point persons from whom designees or appointees had not been received to fill holes, and d. send the draft slate once holes were filled to the committee for feedback. 		
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<p>Executive Committee of the University Senate (ECUS)</p> <p>Nicole DeClouette</p>	<ol style="list-style-type: none"> 1. <u>Motions</u> ECUS has one motion for university senate consideration at its 20 Apr 2018 2:00 pm meeting. See item 3a. 2. <u>Officers</u> The 2017-18 ECUS officers are Nicole DeClouette (Chair), Alex Blazer (Vice-Chair) and Craig Turner (Secretary). 3. <u>Meeting</u> ECUS met on 30 Mar 2018 from 2:00pm to 3:15pm. The following topics were discussed. <ol style="list-style-type: none"> a. <u>Motion</u> ECUS will sponsor a motion with the proposed bylaws revisions and this motion will receive its second reading at the 20 Apr 2018 2:00pm university senate meeting. b. <u>Presiding Officer Report</u> <ol style="list-style-type: none"> i. <u>Institutional Statutes</u> <ol style="list-style-type: none"> 1) President Dorman has signed the document to revise the Institutional Statutes and the Chancellor has been copied. 2) The revised Institutional Statutes are now in effect and have been posted on the university electronic presence, specifically on the Green Page as linked in the Statutes entry in the Policies, Procedures and Practices Manual. ii. <u>ECUS Annual Report</u> Members of ECUS reflected on what worked well, what did not work well and discussed recommendations for next year's Executive Committee. 		
<p>Academic Policy Committee (APC)</p>	<ul style="list-style-type: none"> • <u>Motions</u> APC has three motions to submit for university senate consideration at its 20 Apr 2018 2:00 pm meeting. See 3b, 3c. 		

John R. Swinton

- **Officers** The 2017-18 APC officers are John R. Swinton (Chair), Rodica Cazacu (Vice-Chair) and Catrena Lisse (Secretary).
- **Meeting** The Academic Policy Committee met on 30 Mar 2018 from 2:00pm to 3:15pm. The following topics were discussed.
 - a. **Make Up for University Closures** No additional policy is offered at this time. Individual units should be encouraged to have an actionable plan in the case of an extended university closure. Because needs of units vary, plans should be tailored to individual unit needs.
 - b. **Office Hours** We have considered the current wording of the posted office hour policy in the policy manual,
Each instructor shall post office hours on his/her door. The instructor is responsible for maintaining adequate office hours to enable him/her to be available for meeting with any student who wishes to see him/her. In no case shall posted office hours for student consultation be less than a minimum of one clock hour a day.
<http://gcsu.smartcatalogiq.com/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Faculty-Rights-and->

[Responsibilities/Faculty-Work-Requirements/Office-Hours-Posting](#)

- i. We considered the final sentence to create constraints that are not entirely consistent with the spirit of the regulation and inappropriate for some circumstances (for example, programs that require considerable field work supervision). We intend to put forth two motions:
 - 1) Reword the final sentence from “In no case shall posted office hours for student consultation be less than a minimum of one clock hour a day.” To “In no case shall posted office hours for student consultation be less than five hours (300 minutes) per week.” Note: the inclusion for “300 minutes” to clarify what constitutes five hours is there because some academics are of the mindset that an instructional hour consists of 50 minutes.
 - 2) Add at the end of the statement the following two sentences: “Scheduling opportunities for synchronous virtual communication with students is acceptable. In the event office hours are cancelled, faculty members should make

	<p>a conscientious effort to reschedule them.”</p> <p>c. <u>Final Exams</u> We considered the problem of faculty members using the last day of class as if it were the exam period. Apparently the problem is wide-spread enough that we believe an attempt should be made to curb the practice. Short of a new policy we will ask the university senate for an endorsement of a request of the Registrar’s office to include the following statement within the current Final Exam statement: “The final assigned assessment of any class should be scheduled (or due) during the finals week.” This statement should precede the statement that currently accompanies the Final Schedule: “The final exam schedule may not be changed without the approval of the faculty member’s department chair and college dean. Faculty who need longer periods in which to give their final exams should contact their chair and dean and request to use the Saturday before finals for this purpose. Instructors may also opt to administer final exams scheduled for Friday, May 5, at 6-8:15 p.m. on Friday, May 5, at either 1-3:15 p.m. or 3:30-5:45 p.m. to avoid conflicts with the graduate commencement ceremony. These changes must be approved in advance and posted in the instructor's syllabus. Instructors who receive approval to</p>		
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	<p>change their final time should also consult department staff to ensure that classroom space is available.”</p> <p>d. Topics for the 2018-2019 APC:</p> <ul style="list-style-type: none"> i. Consideration of the Student Disruptions Policy in conjunction with SAPC. ii. Consideration of inclusion of statement concerning course material that might accompany required BOR statements about cost of materials. Perhaps limiting information about cost might become misleading to students and influence faculty members in a way that might bias the quality of the course material they choose. 		
<p>Educational Assessment and Policy Committee (EAPC)</p> <p>Lyndall Muschell</p>	<ul style="list-style-type: none"> 1. Motions EAPC has no motions to submit for university senate consideration at its 20 Apr 2018 2:00 pm meeting. 2. Officers The 2017-18 EAPC officers are Lyndall Muschell (Chair), Angel Abney (Vice-Chair) and Angela Criscoe (Secretary). 3. Meeting The Educational Assessment and Policy Committee met on 30 Mar 2018 from 2:00pm to 3:15pm. The following topics were discussed. <ul style="list-style-type: none"> a. Annual Reports EAPC members met to discuss the compilation of the Annual Report for CAPC and EAPC. The reports will be circulated to the committee members for review, then finalized for submission to ECUS. b. Certificates of Recognition were distributed to committee volunteers and appointees to honor their service. 		

<p>Subcommittee on the Core Curriculum (SoCC)</p> <p>Brandon Samples</p>	<ol style="list-style-type: none"> 1. <u>Motions</u> SoCC has no motions to submit for university senate consideration at its 20 Apr 2018 2:00 pm meeting. 2. <u>Officers</u> The 2017-18 SoCC officers are Brandon Samples (Chair), Vacant (Vice-Chair) and Kay Anderson (Secretary). 3. <u>Annual Report</u> With the change in Chairperson from Mary Magoulick to Brandon Samples effective 1 Jan 2018 and given that SoCC hasn't met since this change, Mary Magoulick has agreed to submit the SoCC annual report. This report will be a summary of committee deliberations during fall of 2017. SoCC is proposed to be dissolved in one of the proposed revisions to the university senate bylaws and these proposed revisions will receive their second reading at the 20 Apr 2018 2:00pm university senate meeting. 		
<p>Faculty Affairs Policy Committee (FAPC)</p> <p>David Johnson</p>	<ol style="list-style-type: none"> 1. <u>Motions</u> FAPC has no motions to submit for consideration by the university senate at its 20 Apr 2018 2:00 pm meeting. 2. <u>Officers</u> The 2017-18 FAPC officers are David Johnson (Chair), Ashley Taylor (Vice-Chair) and Sarah Handwerker (Secretary). 3. <u>Meeting</u> The Faculty Affairs Policy Committee met on 30 Mar 2018 from 2:00pm to 3:15pm. The following topics were discussed. <ol style="list-style-type: none"> a. <u>Emeritus Form</u> FAPC concluded that the current Emeritus Application Form does not need any alteration. This form is found (with unify credentials) https://intranet.gcsu.edu/system/files/user 		

	<p>/matthew.buchanan%40gcsu.edu/Emeritusformjune2014.pdf</p> <p>b. Annual Report FAPC members shared both recommendation and reflections for inclusion in the FAPC annual report, specifically with regards to recommending the 2018-2019 FAPC follow up on the Peer Teaching Evaluation Pilot Program and the shorter Student Opinion Survey.</p>		
<p>Resources, Planning and Institutional Policy Committee (RPIPC)</p> <p>Donna Bennett</p> <p>for</p> <p>Diana Young</p>	<p>1. Motions RPIPC has no motions to submit for university senate consideration at its 20 Apr 2018 2:00 pm meeting.</p> <p>2. Officers The 2017-18 RPIPC officers are Diana Young (Chair), Donna Bennett (Vice-Chair) and Courtney Manson (Secretary).</p> <p>3. Meeting The Resources, Planning and Institutional Policy Committee met on 30 Mar 2018 from 2:00pm to 3:15pm. The following topic was discussed.</p> <p>a. Internal Salary Study Guest Russ Williams (Senior Director of Budget Planning & Administration) shared information about reports developed by his office regarding internal salary comparisons by rank, college, and department. RPIPC discussed with Russ the challenges of conducting an internal salary study for both faculty and staff, the need for data quality and integrity, a timeline for analysis, and what data points should be examined. There was general agreement that an internal salary study is overdue, should be undertaken at regular intervals, and should include gender as</p>		

	well as other diversity data. The committee expects to pick up this topic again next year.		
Student Affairs Policy Committee (SAPC) Emily Gomez	1. <u>Motions</u> SAPC has no motions to submit for university senate consideration at its 20 Apr 2018 2:00 pm meeting. 2. <u>Officers</u> The 2017-18 SAPC officers are Emily Gomez (Chair), Wanda Johnson (Vice-Chair) and Simplice Tchamna-Kouna (Secretary). 3. <u>Meeting</u> The Student Affairs Policy Committee met on 30 Mar 2018 from 2:00pm to 3:15pm. The following topics were discussed. <ul style="list-style-type: none"> a. <u>ECUS Composition Revision</u> SAPC voted unanimously in favor of keeping ECUS and ECUS-SCC meetings separate. b. <u>Multi-Cultural Involvement</u> SAPC met with Stacey Milner, Director of the GC Cultural Center to ask how SGA can be more involved. <ul style="list-style-type: none"> i. Suggested SGA be more involved in multi-cultural events, to have more of a presence beyond at election time. ii. Multi-Cultural clubs need more student activity fee funding to bring in speakers, host workshops, etc. c. <u>Transgender Challenges</u> SAPC met with Melissa Gerrior, Director of Women’s Center, and Joanna Schwartz, Professor of Marketing, to discuss the process transgender students go through to change their 		

	<p>email and Bobcat Cards to their preferred name.</p> <ol style="list-style-type: none"> i. Last week, the Registrar’s Office put out a form for students to indicate their preferred names for Bobcat Cards and email addresses. This will be helpful for transgender students among others, but there is still a problem with names not being changed on rosters and in Georgia View. Transgender students are essentially outed on the first day of class when they are called by their “dead name”. ii. SGA can help by communicating about the form to transgender students who ask, and also by asking the people in charge of D2L (after finding out who they are) if they can change names for students who ask. Considering there are a small number of students who need this done, it shouldn’t be a huge burden. iii. <u>ECUS-SCC Deliberation</u> Provost Brown indicated her intent to look into this matter and attempt to find ways to resolve these challenges. 		
<p>V. Information Items Actions/Recommendations</p>			
<p>RPIPC Composition Nicole DeClouette</p>	<p><u>3 Nov 2017</u> <i>Nicole DeClouette noted that the proposed revision to the composition of RPIPC (Staff Council Appointee replaced by the Chief Information Officer or designee) was on the docket for inclusion in a future set of</i></p>		

	<p><i>university senate bylaws revisions, noting this was primarily to get this into the record and keep it on the radar so it is not lost or forgotten.</i></p> <p><u>30 Mar 2017</u> This proposed revision to RPIPC composition is one of the proposed revisions to the university senate bylaws that will receive a second reading at the 20 Apr 2018 2:00 pm university senate meeting.</p>		
<p>University Senate Budgets</p> <p>Nicole DeClouette</p>	<ol style="list-style-type: none"> 1. <u>Foundation Account</u> for university senate is now established and has a balance of \$0. 2. <u>Balance</u> The balance of the university senate budget (\$5000 allocation annually) is presently at \$1463.79. This does not yet include retreat expenses of approximately \$500 nor does it include reimbursement for USGFC representatives for the 27 Apr 2018 USGFC meeting. 		
<p>Election Oversight</p> <p>Alex Blazer</p>	<p>Alex Blazer noted the elected faculty senator elections in the College of Business are now complete resulting in the election of Bryan Marshall and Jack Yang as elected faculty senators with 2018-2021 terms.</p>		
<p>Foundation Account</p> <p>Nicole DeClouette</p>	<p>Nicole DeClouette reported that she will be filing the paperwork necessary to authorize Monica Starley and Jen Yearwood as signature authorities for the university senate foundation account.</p>		
<p>University Senate Recognitions</p> <p>Nicole DeClouette</p>	<ol style="list-style-type: none"> 1. <u>Certificates of Recognition</u> <ol style="list-style-type: none"> a. Shea Council printed the certificates. President Dorman signed them. b. Certificates for volunteers and non-senators have been distributed to standing committee chairs to be handed out in today's meetings. 		

	<p>c. Certificates for university senators ending their terms, university senate leaders, and for ECUS members will be distributed at the 20 Apr 2018 2:00pm university senate meeting.</p> <p>d. Nicole DeClouette offered to assist with dissemination of certificates that were unable to be delivered at the committee meetings if the recipient was not able to attend the meeting.</p> <p>2. <u>University Senate Pins</u></p> <p>a. Alex Blazer, Presiding Officer of the 2018-2019 University Senate, will award university senate pins to first time members of the university senate at the 20 Apr 2018 3:30 pm university senate meeting.</p>		
<p>Committee Annual Reports</p> <p>Nicole DeClouette</p>	<p>Just a reminder that the due date for your committee's annual report is no later than 11:59pm on Friday, 11 May 2018.</p>		
<p>Committee Organizational Meetings</p> <p>Alex Blazer</p>	<p>Alex Blazer shall ensure that</p> <ul style="list-style-type: none"> ▪ information packets (sample agenda, officer election ballots, facilitator guidance, etc.) for five elected faculty senator members of the 2018-2019 ECUS, and assignments on which will serve as a facilitator for organizational meetings of APC, EAPC, FAPC, RPIPC, and SAPC are made. ▪ voting proxies are named (if necessary) for each of these organizational meetings. At present, voting proxies are needed for all of the staff positions. ▪ a room is reserved for each of these organizational meetings. 		

VI. Unfinished Business Review of Action & Recommendations, Provide updates (if any) to Follow-up			
ECUS Composition Nicole DeClouette	<p><u>6 Sep 2017</u></p> <ol style="list-style-type: none"> 1. <i>Nicole DeClouette read into the record contextual information regarding a proposed revision to the composition of ECUS. The interested reader is directed to the 31 Mar 2017 ECUS-SCC minutes for details.</i> 2. <i>Nicole DeClouette requested standing committee chairs to seek feedback from their committees on the proposal as the topic was not discussed at the 2017 Governance Retreat as planned.</i> 3. <i>There was a request from standing committee chairs that the aforementioned contextual information be provided electronically by email. Nicole DeClouette and Craig Turner agreed to ensure that this information was shared.</i> <p><i><u>Note</u> During the preparation of these minutes, it is noted that this contextual information email was sent to the distribution group scc@gcsu.edu of standing committee chairs.</i></p> <p><u>6 Oct 2017</u></p> <p><i>Due to the shortness of time, deliberation on this topic was postponed to a future ECUS-SCC meeting.</i></p> <p><u>3 Nov 2017</u></p> <p><i>Further deliberation of this item is deferred until the resolution of curricular matters, in particular how the modifications to CAPC</i></p>		

	<p><i>and SoCC and the establishment of the University Curriculum Committee play out.</i></p> <p><u>30 Mar 2018</u></p> <p>Nicole DeClouette summarized deliberation on this item to date indicating the feedback from each standing committee received earlier in the academic year.</p> <ul style="list-style-type: none"> • APC (6 Oct 2017) discussed the proposal for changing the makeup of ECUS and, after careful consideration, there was a general consensus on the following concerns. <ol style="list-style-type: none"> 1) Full academic unit (colleges and library) representation is critical and with the proposed changes it may be possible this will be lost. 2) Considering the changes announced for some of the senate subcommittees - some may be dissolved - APC wonders how those changes will affect the dynamics of ECUS and recommends that ECUS should wait on acting on the makeup proposal until the senate finalizes those changes. • CAPC (6 Oct 2017) The suggestion was made (however, was not the consensus of the all committee members) that after the decisions have been made about the composition of the University Senate and its committees, committee chairs serve as ECUS; however, to maintain representation from all units, the membership of chairs be inventoried for academic unit representation. Members could then be added to ensure 		
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	<p>representation of all academic units (colleges, library) are present on ECUS.</p> <ul style="list-style-type: none"> • FAPC (6 Oct 2017) members recommend against restructuring ECUS, seeing the importance in having all academic units (colleges, library) represented. However, ECUS may want to consider canceling the monthly meeting that does not include the standing committee chairs. (Does ECUS need two meetings? What about only one meeting with the committee chairs?) • RPIPC no feedback offered • SAPC (30 Mar 2018) voted unanimously in favor of keeping ECUS and ECUS-SCC meetings separate <p>A <u>MOTION</u> <i>To maintain the current composition of ECUS and to maintain the current practice of ECUS and ECUS-SCC meetings</i> was made, seconded and adopted with no dissenting voice.</p>		
<p>Photos for the University Senate Online Senator Database</p>	<p><u>6 Oct 2017</u> <i>Alex Blazer brought to the attention of the assembly the large number of current university senate committee members who did not have an image (headshot) in the online senator database housed at senate.gcsu.edu. He noted that he (in his role as department webmaster) had remedied this shortcoming of his department's website by inviting his department colleagues to avail themselves of the standing time the university photographer provides for taking official GC headshots. While it was acknowledged that some may prefer not to have a headshot in the online senator database, there was consensus of those present that Alex Blazer provide information to members of all current</i></p>		<p><u>6 Oct 2017</u> <i>Alex Blazer to alert current members of university senate committees with guidance on how to get an official headshot for use in the online senator database.</i></p> <p><u>30 Mar 2018</u> Alex Blazer did alert members of university senate committees with guidance on how to get an official headshot for use in the online senator database</p>

members of university senate committees of the option to get a headshot for use in the online senator database by following the guidance found under the heading **Official Georgia College Headshots** at the website <http://www.gcsu.edu/communications/photography-guidelines> .

30 Mar 2018

Alex Blazer indicated that when the call went out earlier this academic year about headshots for the online university senator database, only two individuals responded by getting headshots. There are still many with no headshot in the online senator database.

Options for remedying this shortcoming were discussed and include

1. Obtaining head shots from the university photographer or the Bobcat Card office. Some who were present indicated they would not want their Bobcat Card photo used.
2. Periodically (at least once a year, maybe once a semester) send a notification out to alert all members of university senate committees of the existing opportunity to get an official university headshot as seen <http://www.gcsu.edu/communications/photography-guidelines> .
3. Invite the university photographer (or a recommended student photographer) to the governance retreat to take headshots.

No clear preference for these possible remedies was expressed and so any actions were left to the discretion of Alex Blazer.

<p>University Senate Bylaws</p> <p>Chavonda Mills (Dec) Nicole DeClouette (Feb)</p>	<p><u>1 Dec 2017</u></p> <ol style="list-style-type: none"> 1. <i>Chavonda Mills noted that now that the university senate bylaws have been revised to comply with the higher order documents (institutional statutes and BoR/USG policy), the backlog of proposed university senate bylaws revisions can be aggregated into a new revision proposal.</i> 2. <i>The backlog items include but are not limited to the following.</i> <ul style="list-style-type: none"> • <i>“Appeals” Process</i> • <i>Consent Agenda</i> • <i>RPIPC Composition, specifically the Chief Information Officer (CIO) or designee replacing Staff Council rep.</i> • <i>References to CAPC throughout</i> • <i>Dissolve SoCC</i> • <i>Budget, the existing annual budget allocation and any budget guiding principles (reimburse authorized voting and non-voting USGFC meeting participants)</i> 3. <i>The proposed timeline is to have this bundle of proposed revisions ready for a first reading in March 2018 and a second reading in April 2018.</i> 4. <i>Is anyone willing to serve on the Bylaws Revisions Committee? The following individuals volunteered to serve.</i> <ul style="list-style-type: none"> • <i>David Johnson</i> • <i>Chavonda Mills</i> • <i>Lyndall Muschell</i> • <i>John Swinton</i> • <i>Craig Turner</i> 5. <i>An open invitation was extended to volunteer by email to Nicole DeClouette.</i> 		
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2 Feb 2018

Nicole DeClouette shared her intent to use a Doodle poll to schedule a meeting of the bylaws revision volunteers.

2 Mar 2018

Nicole DeClouette shared the following.

- a. Craig Turner prepared a draft of proposed revisions and circulated the draft to the work group electronically.*
- b. The work group (Craig Turner, Nicole DeClouette, John Swinton, Alex Blazer, Chavonda Mills, Lyndall Muschell, and David Johnson) met on 21 Feb 2018 to discuss the revisions.*
- c. Craig Turner revised the document once again and this was what was circulated to ECUS to review in preparation for today's meeting.*
- d. Craig Turner created a summary of the editorial and non-editorial proposed revisions, which was circulated electronically with the ECUS agenda.*
- e. Craig Turner created an additional document, "University Senate Agreements" as a place to store items that are part of standing operating practice. This document was available on the table.*

Craig Turner noted that there was a typo in editorial revision 14 on the summary document where Section5 should be Section3. Craig Turner provided a brief summary of editorial and non-editorial revisions proposed and invited questions from the floor. There were none.

	<p>A <u>MOTION</u> To have ECUS sponsor a motion proposing the revisions to the university senate bylaws as circulated for a first reading at the 16 Mar 2018 university senate meeting was made, seconded and adopted with no dissenting voice.</p> <p><u>30 Mar 2018</u> Nicole DeClouette reported the following.</p> <ol style="list-style-type: none"> a. There has been no feedback received by any of the university senate officers. b. She intends to be ready for a paper ballot should one be requested at the 20 Apr 2018 2:00pm university senate meeting. 		
VII. New Business Actions/Recommendations			
Suggestions End of Year Use of Remaining Budget Funds Nicole DeClouette	<p>Nicole DeClouette invited suggestions for using any remaining funds in the university senate budget noting two suggestions offered at the 30 Mar 2018 ECUS meeting were</p> <ol style="list-style-type: none"> 1. Purchase AAUP Redbooks for leaders (ECUS members, committee chairs) of the 2018-2019 university senate. 2. Pay forward (if possible) the costs (office supplies, printing costs, reservation costs) for the 2018 governance retreat. <p>No additional suggestions were offered.</p>		
Steering of Items to Committees Nicole DeClouette	<p>At the time of this meeting, there were no items that required steering to a committee.</p>		
University Senate Agenda and Minutes Review	<p>1. <u>Tentative Agenda 20 Apr 2018 2:00 pm:</u> Based on the committee reports at this meeting</p>	<p>The motion (circulate minutes) was approved.</p>	<p>1. Nicole DeClouette to draft the tentative agenda of this</p>

	<p>a. Motions There will be up to four motions on the agenda of this meeting of the university senate, specifically</p> <ol style="list-style-type: none"> i. APC (3) <ol style="list-style-type: none"> 1) Office Hours Minimum 2) Office Hours Virtual 3) Scheduling Final Exams ii. ECUS (1) <ol style="list-style-type: none"> 1) Proposed Bylaws Revisions <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 minutes of the 16 Mar 2018 meeting of the 2017-2018 university senate be circulated for university senator review</i> was made and seconded.</p>		<p>university senate meeting.</p> <ol style="list-style-type: none"> 2. Motions to be entered into the online motion database by APC (3) and ECUS (1), noting the ECUS motion is already entered. 3. Craig Turner to circulate the DRAFT of the university senate meeting minutes to university senators for review.
University Senate Agenda	<p>1. Tentative Agenda 20 Apr 2018 3:30 pm: Based on the committee reports at this meeting</p> <p>a. Motions There will be up to one motion on the agenda of this meeting of the university senate, specifically</p> <ol style="list-style-type: none"> i. SCoN (1) <ol style="list-style-type: none"> 1. Slate of Nominees <p>b. Reports on the governance retreat by Alex Blazer and an informational update from Veronica Womack will also be agenda items.</p>		<ol style="list-style-type: none"> 1. Alex Blazer to draft the tentative agenda of this university senate meeting. 2. Motions to be entered into the online motion database by SCoN (1).
VIII. Next Meeting (Tentative Agenda, Calendar)	This is the final meeting of the 2017-2018 Executive Committee with Standing Committee Chairs.		
1. Calendar	<p>20 Apr 2018 @ 2:00pm Univ. Senate A&S 2-72</p> <p>20 Apr 2018 @ 3:30pm Org. U. Senate A&S 2-72</p> <p>27 Apr 2018 @ 3:30pm Org. Committee Meetings</p>		

2. Tentative Agenda	Some of the deliberation today may have generated tentative agenda items for future ECUS and ECUS-SCC meetings.		Nicole DeClouette to ensure that such items (if any) are added to recommendations to the 2018-2019 ECUS as items in the 2017-2018 ECUS annual report.
IX. Adjournment	As there was no further business to consider, a <u>MOTION</u> to adjourn the meeting was made and seconded.	The motion to adjourn was approved and the meeting adjourned at 4:30 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) WITH STANDING COMMITTEE CHAIRS

COMMITTEE OFFICERS: NICOLE DECLOUETTE (CHAIR), ALEX BLAZER (VICE-CHAIR), CRAIG TURNER (SECRETARY)

ACADEMIC YEAR: 2017-2018

AGGREGATE ATTENDANCE RECORD FOR MEETINGS OF THE EXECUTIVE COMMITTEE AND STANDING COMMITTEE CHAIRS

“P” denotes Present, “A” denotes Absent, “R” denotes Regrets and “N/A” denotes Not Applicable.

Acronyms	EFS = Elected Faculty Senator;									
	CoAS = College of Arts and Sciences, CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences									
Meeting Dates	9/1/2017	10/6/2017	11/3/2017	12/1/2017	2/2/2018	3/2/2018	3/31/2018	Present	Regrets	Absent
Alex Blazer <i>EFS; CoAS; ECUS Vice-Chair</i>	P	P	P	R	P	P	P	6	1	0
Kelli Brown <i>Provost</i>	P	P	P	P	P	P	P	7	0	0
Jolene Cole <i>EFS; Library; ECUS Member</i>	R	P	R	P	P	R	A	3	3	1
Nicole DeClouette <i>EFS; CoE; ECUS Chair</i>	P	P	P	R	P	P	P	6	1	0
Steve Dorman <i>University President</i>	R	R	R	R	R	R	R	0	7	0
Will Hobbs <i>EFS; CoHS; ECUS Member</i>	P	R	R	P	R	R	R	2	5	0
Chavonda Mills <i>EFS; CoAS; ECUS Chair Emeritus</i>	P	R	R	P	P	P	P	5	2	0
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P	P	P	P	P	P	P	7	0	0
J.F. Yao <i>EFS; CoB; ECUS Member</i>	R	R	P	P	R	P	P	4	3	0
John Swinton <i>EFS; CoB; APC Chair</i>	P	R	P	P	P	R	P	5	2	0
Lyndall Muschell <i>EFS; CoE; EAPC Chair</i>	P	P	P	P	P	P	P	7	0	0
David Johnson <i>EFS; CoAS; FAPC Chair</i>	P	P	P	P	P	P	P	7	0	0
Diana Young <i>EFS; CoAS; RPIPC Chair</i>	P	P	P	P	P	P	R	6	1	0
Emily Gomez <i>EFS; CoAS; SAPC Chair</i>	P	P	P	R	P	R	P	5	2	0

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