

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

**MEETING DATE & TIME:** 4 APRIL 2014; 3:30 –4:45

**MEETING LOCATION:** 301 PARKS ADMINISTRATION BUILDING

**ATTENDANCE:**

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

<p><b>REGRETS FOR SCON:</b>          John Swinton (SoCC Chair)          Victoria Ferree (SGA President)</p> <p><b>GUESTS:</b>          Nicole DeClouette (SAPC Secretary)          Carly Jara (Graduate Assistant of the 2013-2014 University Senate)</p>
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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)}
<b>I. Call to order</b>	The meeting was called to order at 3:30 pm by Lyndall Muschell (Chair).		
<b>II. Approval of Agenda</b>	A <u>MOTION</u> to approve the agenda was made and seconded.	The agenda was approved as circulated.	

<b>III. Approval of Minutes</b>	A <b><u>MOTION</u></b> to approve the 28 Feb 2014 ECUS-SCC minutes was made and seconded. These minutes had been circulated to the meeting attendees via email with one revision (a clarification to the RPIPC report) offered and subsequently posted at minutes.gcsu.edu.	The 28 Feb 2014 ECUS-SCC minutes were approved as posted to minutes.gcsu.edu.	
<b>IV. Reports</b>			
<b>President's Report</b>	As President Dorman had extended regrets and was unable to attend this meeting, there was no President's Report.		
<b>Provost's Report</b>	As Provost Brown had extended regrets and was unable to attend this meeting, there was no Provost's Report.		
<b>Subcommittee on Nominations (SCoN)</b>  <b>Catherine Whelan</b>	<ol style="list-style-type: none"> <li>1. <b><u>Motions</u></b> SCoN has no motions to submit for University Senate consideration at its 25 Apr 2014 meeting, but will have a motion (slate of nominees) for the 2 May 2014 organizational meeting of the 2014-2015 University Senate.</li> <li>2. <b><u>Committee Preference Surveys</u></b> <ol style="list-style-type: none"> <li>a. 32 out of 37 Elected Faculty Senators (EFS) responded to the survey           <ol style="list-style-type: none"> <li>i. 1 EFS responded to the volunteer survey</li> <li>ii. 4 did not respond at all</li> </ol> </li> <li>b. 21 volunteers responded to the survey           <ol style="list-style-type: none"> <li>i. All have been placed on a committee for 2014-15</li> </ol> </li> </ol> </li> <li>3. <b><u>Officer Positions</u></b> <ol style="list-style-type: none"> <li>a. Two nominations for Presiding Officer Elect           <ol style="list-style-type: none"> <li>i. John Swinton (CoB)</li> <li>ii. James Winchester (CoAS)</li> </ol> </li> <li>b. One nomination for Secretary           <ol style="list-style-type: none"> <li>i. Craig Turner (CoAS)</li> </ol> </li> </ol> </li> </ol>	<p>Catherine Whelan presented the information and circulated a draft of the current slate of nominees and the committee preference survey responses for both volunteers and elected faculty senators.</p> <p>There was general agreement to inform the SCoN nomination of Presiding Officer Elect with a preference survey of the elected faculty senators of the 2014-2015 University Senate. It was agreed that Catherine Whelan would request a statement of candidacy from each Presiding Officer Elect candidate and circulate these statements to the elected faculty senators of the 2014-2015 university senate requesting each to indicate the candidate (s)he</p>	

	<p>4. <b><u>Issues</u></b></p> <ul style="list-style-type: none"> <li>a. Two nominations for Presiding Officer Elect (POE)</li> <li>b. ECUS <ul style="list-style-type: none"> <li>i. ECUS requires representation from each of the colleges and library. We try to meet this requirement on all committees but it is only required on ECUS and SoCC (each college).</li> <li>ii. Needs a representative from the Library but their EFS's listed ECUS as preference #7</li> <li>iii. John Swinton must serve on ECUS regardless of whether or not he is elected as POE as we need a CoB representative</li> <li>iv. If both Craig Turner and James Winchester end up serving on ECUS, we will be one EFS short on another committee as there are exactly 37 EFS and exactly 37 committee positions for EFS's</li> <li>v. In the past, we have overcome such additional representation requirements on ECUS by asking one or more EFS to serve on two committees.</li> </ul> </li> </ul>	<p>would prefer as Presiding Officer Elect.</p>	
<p><b>Executive Committee of the University Senate (ECUS)</b></p> <p><b>Lyndall Muschell</b></p>	<ul style="list-style-type: none"> <li>1. <b><u>Motions</u></b> ECUS has no motions to submit for University Senate consideration at its 25 Apr 2014 meeting, but is sponsoring the bylaws motion (SoCC Language) that will receive its second reading at the 25 Apr 2014 meeting.</li> <li>2. <b><u>CAPC as SoCC Arbiter</u></b> A request was received from CAPC to clarify whether the oversight of SoCC by CAPC</li> </ul>		

	<p>described below is a change in bylaws or in operating procedures.</p> <p>a. SoCC is the only approving body on campus for most core courses, particularly GC1Y and GC2Y sections and global overlays outside the core. Currently there is no route or channel for an individual, program, or department to appeal a decision that SoCC has made regarding a course they proposed. The request from SoCC is for CAPC to provide an appeals option (body) for individuals or departments who disagree with a SoCC decision to approve or deny a course. This ensures that responsibility for such an important component of our curriculum does not reside unchecked within one committee.</p> <p>After discussion, the members of the executive committee recommended that CAPC add the oversight of SoCC to its Operating Procedures for 2014-15 until the language to revise the bylaws can be drafted and submitted as a motion to the University Senate. This item will be added to the first agenda for ECUS in 2014-15.</p> <p>3. <b><u>Bylaws (SoCC Language) Motion</u></b> The next steps for revisions to the bylaws that were presented for a first reading at the 28 Mar 2014 meeting of University Senate were discussed. The executive committee members recommended that Lyndall Muschell communicate with the originators of the motion and suggest they consider preparing a set of</p>		
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	<p>definitions for ambiguous terms such as teaching representatives. They may choose to circulate this information via the university senate email list i.e. <a href="mailto:us@list.gcsu.edu">us@list.gcsu.edu</a> prior to the 25 Apr 2014 meeting of the University Senate. This may result in a motion to amend the existing bylaws motion from the floor.</p> <p>4. <b><u>Communication Concerns</u></b> Among the concerns addressed were the</p> <ol style="list-style-type: none"> <li>a. vagueness of the use of terms such as GC Leadership Team in emails to the university community,</li> <li>b. emphasis on respecting the Governance Calendar when scheduling meetings.</li> </ol> <p>5. <b><u>Minutes Cleanup</u></b> A portion of the meeting time was spent on “minutes clean-up” attempting to reach closure on all issues that were presently open. This “minutes clean-up” was necessary as this was the last meeting of the executive committee for the academic year.</p> <p>6. <b><u>ECUS Annual Report</u></b> Lyndall Muschell will draft the Annual Report for ECUS and circulate to the committee for input.</p> <p>7. <b><u>Recognitions</u></b> Certificates were prepared for outgoing elected faculty senators, volunteers, appointees, and designees. All but the certificates for ECUS members and the committee chairs were delivered to committee chairs for distribution in Standing Committee meetings on 4 Apr 2014 April 4th.</p>		
<p><b>Resources, Planning and Institutional Policy Committee (RPIPC)</b></p>	<p>1. <b><u>Motion</u></b> RPIPC has up to one motion, the <i>Policy on Development, Review, Revision and Archiving of University Policy</i>, for possible University Senate consideration</p>	<p>Maureen Horgan sought guidance from those present on formatting as well as word-smithing matters pertaining to the documents</p>	

<p><b>Maureen Horgan</b></p>	<p>at its 25 Apr 2014 meeting.</p> <p>a. This policy will assist persons who draft or revise policies. After input from ECUS-SCC, Maureen will email the policy to RPIPC with a request to respond by Wednesday, 9 Apr 2014 with approval/disapproval and/or any comments or suggestions.</p> <p>2. <b>Did Not Meet</b> RPIPC did not have a face-to-face meeting on 4 Apr 2014.</p>	<p>supporting the proposed policy motion.</p> <p>Maureen Horgan indicated that she would be circulating the documents to all RPIPC members for an electronic vote of whether to recommend the policy as a motion to the university senate.</p>	
<p><b>Academic Policy Committee (APC)</b></p> <p><b>Howard Woodard</b></p>	<p>1. <b>Motions</b> APC has no motions to submit for University Senate consideration at its 25 Apr 2014 meeting.</p> <p>2. <b>Did Not Meet</b> The APC did not meet on Friday 4 Apr 2014, as the committee had no scheduled business to conduct. The committee completed all scheduled business and issues for the 2013-14 AY.</p>		
<p><b>Faculty Affairs Policy Committee (FAPC)</b></p> <p><b>Alex Blazer</b></p>	<p>1. <b>Motions</b> FAPC has no motions to submit for University Senate consideration at its 14 Feb 2014 meeting.</p> <p>2. <b>Annual Report</b> The committee discussed which issues to include in its Annual Report for next year's committee (the 2014-2015 FAPC) to continue working on.</p> <p>Lyndall Muschell expressed regret for not forwarding the post-tenure review item of business to FAPC for consideration. She indicated her intent to forward the information to Alex Blazer so that he could ensure it is represented in 2013-14 FAPC annual report as an item for consideration by the 2014-15 FAPC.</p>		<p>1. Lyndall Muschell to forward the post-tenure review item to Alex Blazer for future FAPC consideration.</p> <p>2. Lyndall Muschell to consider including the post-tenure review item in the list of items recommended for the consideration of the 2014-2015 ECUS and encourage that group to ensure that it gets routed to the 2014-15 FAPC.</p>
<p><b>Curriculum and Assessment Policy Committee (CAPC)</b></p>	<p>1. <b>Motions</b> CAPC has no motions to submit for University Senate consideration at its 25 Apr 2014 meeting.</p>		

<p><b>Cara (Meade) Smith</b></p>	<p>2. <b>4 Apr 2014 Meeting</b> CAPC attendance was below that needed for a quorum on April 4th, therefore, the committee did not meet. Cara Meade (Chair) circulated two information items by mail to the members of the committee.</p>		
<p><b>Student Affairs Policy Committee (SAPC)</b></p> <p><b>Nicole DeClouette reporting for Doreen Sams</b></p>	<p>1. <b>Motions</b> SAPC has no motions to submit for University Senate consideration at its 25 Apr 2014 meeting.</p> <p>2. <b>SAPC Annual Report</b> SAPC met to review the draft of its annual report prepared by Dee Sams.</p> <p>3. <b>SGA Participation</b> SAPC has had almost no student participation this year because of the meeting time conflict with SGA. SAPC's effectiveness is limited without student involvement. Juawn Jackson (2014-2015 SGA President) has appointed a non-senator student, Moriah Thomas, to SAPC for next year. Juawn is also looking at changing SGA's meeting time</p> <p>4. <b>Military Friendly School</b> Andy Lewter recently met David Snow at a meeting. David is the new Director of Military Affairs for the BOR. He has been hired to look at funding, scholarship money, veteran centers on campuses, etc. David also happens to be a graduate of Georgia College. David volunteered to come to GC to be a part of this conversation with us (e.g., becoming a veteran friendly campus). These issues are timely because there are so many people returning from service and the university system needs to be ready for them.</p>		
<p><b>V. Information Items</b> Actions/Recommendations</p>			

<p><b>University System of Georgia Faculty Council (USGFC) Meeting</b></p> <p><b>Susan Steele</b></p>	<p>1. <b><u>USGFC Meeting</u></b> was held 1 Mar 2014 on the Georgia College campus.</p> <p>a. <b><u>Guests</u></b> Both Chancellor Huckaby and Vice Chancellor Davis were present. They provided a legislative update on several key issues:</p> <p>i. <b><u>Merit Raise</u></b> They were optimistic about a budget allocation for merit increases for faculty.</p> <p>ii. <b><u>ORP to TRS</u></b> Passage of a bill that would permit a buy-in to the Teacher’s Retirement System (TRS) by participants of the Optional Retirement Plan (ORP) is not likely in this legislative session.</p> <p>iii. <b><u>Gun Bill</u></b> Permission to carry concealed weapons on campus has been successfully removed from bill.</p> <p>b. <b><u>GALILEO</u></b> Chancellor Huckaby also reported that funds have been allocated for a major upgrade of the GALILEO (Georgia Library Learning Online) system to support the affordable Georgia initiatives.</p> <p>c. <b><u>Consolidations</u></b> Although there are no immediate plans for consolidations within the university system other than the one currently in progress (consolidation of KSU with SPSU), representatives from consolidated campuses discussed concerns.</p> <p>d. <b><u>12-month Pay Option</u></b> Chancellor Huckaby reported that a 12-month pay option for academic year faculty</p>		
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	<p>is being considered very positively for the near future. Expiration of the contract for payroll services currently provided by ADP is coming up soon, and this will be a major issue in the selection process of a new vendor.</p> <p>2. <b><u>MOOCS and Beyond (November 2013)</u></b> Susan Steele has led two round table discussions as follow-up to this session to share the USG initiatives regarding distance learning and to solicit faculty input regarding their own development needs regarding technology usage. All of the faculty educational requests she received have been communicated to Dr. Steven Jones and to the USG office (Dr. Mike Rogers).</p>		
<b>VI. Unfinished Business Review of Action &amp; Recommendations, Provide updates (if any) to Follow-up</b>			
<b>Celebrating Ten Years of Shared Governance</b>	<p><b><u>24 Jan 2014</u></b></p> <p>1. <b><u>Happy Birthday</u></b> <i>The first meeting of the University Senate was called to order at 12:30 p.m. on 20 Oct 2003 by its Presiding Officer, Interim President David G. Brown. This means that the tenth birthday of the University Senate occurred during the fall semester of 2013.</i></p> <p>2. <b><u>Celebrate?</u></b> <i>The question “Should we have a celebration of ten years of shared governance?” was answered with a resounding “Yes!” by those present.</i></p> <p>3. <b><u>Celebration Committee</u></b> <i>A celebration committee will be formed. The initial membership will be a member of each</i></p>		<p><b><u>24 Jan 2014</u></b></p> <p>1. <i>Howard Woodard, Cara Meade, Alex Blazer, Maureen Horgan, and Mandy Jarriel to ensure that a representative of APC, CAPC, FAPC, RPIPC, and SAPC, respectively, is identified to serve as a member of the Shared Governance Celebration Committee.</i></p>

*committee represented at the ECUS-SCC meeting. ECUS named Catherine Whelan (who volunteered) to serve. The representatives of APC, CAPC, FAPC, RPIPC, and SAPC present at the meeting will take action to ensure that a representative from their respective committee is identified to serve as a member of the Shared Governance Celebration Committee. The charge of this committee is simply to make recommendations on how to celebrate ten years of shared governance. There was general agreement that funds from the university senate budget could be used to implement recommendations and that invitees to such celebrations should be the university community.*

**4 Apr 2014**

1. Catherine Whelan indicated that she had not received the names of the individuals selected by each standing committee to serve on the Celebration Committee, and thus had not yet called a meeting.
2. A committee was formed by noting that RPIPC had named Jan Clark, SAPC had named Mandy Jarriel, CAPC had named Angel Abney. Cara Meade volunteered to serve on the committee as well.
3. There was general agreement that there was now a sufficient number of members named to the committee to hold a meeting.
4. Catherine Whelan will coordinate one or more meetings of the group and will share information about celebration events as they emerge from committee

	deliberation.		
<b>VII. New Business</b> Actions/Recommendations			
<b>University Senate Agenda and Minutes Review</b>	<p>5. <b><u>Tentative Agenda 25 Apr 2014:</u></b> Based on the committee reports at this meeting,</p> <p>a. <b><u>Motions</u></b> There will be up to two motions on the agenda of the 25 Apr 2014 meeting of the University Senate, specifically</p> <p>i. ECUS (1) Bylaws Revisions</p> <p>ii. RPIPC (1) Consideration of the <i>Policy on Development, Review, Revision, and Archiving of University Policy</i> (contingent on the results of the electronic vote of the RPIPC members)</p> <p>b. <b><u>Reports</u></b> Administrative reports, a QEP Report, and committee reports will also be agenda items.</p> <p><b><u>University Senate Minutes Review:</u></b></p> <p>1. A <b><u>MOTION</u></b> that the <i>DRAFT minutes of the 28 Mar 2014 University Senate meeting be circulated for university senator review</i> was made and seconded.</p>	The motion (circulate minutes) was approved with no discussion.	<p>1. Lyndall Muschell shall draft the tentative agenda of the 25 Apr 2014 meeting of the University Senate.</p> <p>2. Motion to be entered into the online motion database by possibly RPIPC. The ECUS motion is receiving its second reading on 25 Apr 2014 and is already in the online motion database.</p> <p>3. Craig Turner shall circulate the DRAFT minutes of the 28 Mar 2014 meeting of the University Senate to university senators for review.</p>
<b>VIII. Next Meeting</b> (Tentative Agenda, Calendar)			
<b>1. Calendar</b>	25 Apr 2014 @ 2pm Univ. Senate A&S 2-72 2 May 2014 @ 2pm Organizational Meeting of the 2014-15 University Senate and its committees in A&S 2-72		
<b>2. Tentative Agenda</b>	Some of the deliberation today may have generated tentative agenda items for future ECUS and ECUS-SCC meetings.		Lyndall Muschell will ensure that such items are communicated to Susan Steele (possibly via the 2013-2014 ECUS Annual Report) so that they might be (if necessary) added to

			agendas of the appropriate ECUS and/or ECUS-SCC meetings.
<b>IX. Adjournment</b>	As there was no further business to consider, a <b>MOTION</b> to adjourn the meeting was made and seconded.	The motion to adjourn was approved and the meeting adjourned at 4:37 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:** LYNDALE MUSCHELL (CHAIR), SUSAN STEELE (VICE-CHAIR) CRAIG TURNER (SECRETARY)

**ACADEMIC YEAR:** 2013-2014

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

**“P” denotes Present, “A” denotes Absent, “R” denotes Regrets**

Acronyms	EFS = Elected Faculty Senator; CoAS = College of Arts & Sciences, CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences									
	Meeting Dates	08-23-13	10-04-13	11-15-13	01-24-14	02-28-14	04-04-14	Present	Regrets	Absent
Kelli Brown <i>Provost</i>	R	P	R	R	P	R	2	4	0	
Steve Dorman <i>University President</i>	R	P	R	R	P	R	2	4	0	
Joshua Kitchens <i>EFS; Library</i>	P	P	R	P	P	P	5	1	0	
Lyndall Muschell <i>EFS; CoE; ECUS Chair</i>	P	P	P	P	P	P	6	0	0	
Susan Steele <i>EFS; CoHS; ECUS Vice-Chair</i>	P	P	P	P	P	P	6	0	0	
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P	P	P	P	P	P	6	0	0	
Catherine Whelan <i>EFS; CoB; ECUS Chair</i>	P	P	P	P	R	P	5	1	0	
Howard Woodard <i>EFS; CoB; APC Chair</i>	P	P	R	P	P	R	4	2	0	
Cara Meade <i>EFS; CoE; CAPC Chair</i>	P	P	R	P	R	P	4	2	0	
Alex Blazer <i>EFS; CoAS; FAPC Chair</i>	P	P	P	P	P	P	6	0	0	
Maureen Horgan <i>EFS; CoAS, RPIPC Chair</i>	P	P	P	P	P	P	6	0	0	
Doreen Sams <i>EFS; CoB, SAPC Chair</i>	P	P	R	R	P	R	3	3	0	

CHAIRPERSON SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

(Including this Approval by chair at committee discretion)