COMMITTEE NAME: EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)
MEETING DATE & TIME: 22 AUGUST 2014; 2:00 –3:15
MEETING LOCATION: 301 PARKS ADMINISTRATION BUILDING

ATTENDANCE:

MEMBERS		"P" denotes Present, "A" denotes Absent, "R" denotes Regrets	
P	Kelli Brown (Provost)	P	Susan Steele (CoHS, ECUS Vice-Chair)
P	Ben Davis (Library)	P	John Swinton (CoAS, ECUS Secretary)
R	Steve Dorman (University President)	P	Craig Turner (CoAS, ECUS Vice-Chair)
P	Lyndall Muschell (CoE, ECUS Chair Emeritus)		

GUESTS:	
Carter Shadden (Graduate Assistant of the 2014-2015 University Senate)	

	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 2:00 pm by Susan Steele (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	A **MOTION** *to approve the 25 Apr 2014 University Senate minutes for circulation to University Senators for review* was made and seconded. A correction was offered to the minutes to change *Finance and Economics* to *Economics and Finance* in the deliberation section of the SoCC Bylaws motion.	The 25 Apr 2014 University Senate minutes were approved as amended.	Craig Turner to circulate the draft minutes as amended to university senators for review.

Election of ECUS Secretary	Susan Steele facilitated the election of a secretary for the 2014-15 ECUS. A nomination and second for Craig Turner was made from the floor. No other nominations were made. Craig Turner was elected to be the secretary of the 2014-15 ECUS.		
IV. Reports	Reports from each elected faculty senator were invited by Susan Steele.		

Presiding Officer Report
 	
Susan Steele
	1. **Governance Retreat**
	   a. **Preliminary Report** Susan Steele circulated a preliminary report for the 2014 governance retreat that included a distribution of retreat attendees (33 senators, 22 volunteers, 1 guest), pre- and post-retreat survey results and a financial report.
	   b. **Budget** Susan Steele requested approval of allocation of funds from the University Senate budget to pay for retreat expenditures for which bills had been received. These included transportation ($390.00 for the bus) and printing ($151.45 for supporting documents) costs. Susan Steele noted that the university senate budget included $500 in foundation funds and $5000 in operating funds.
	   c. **2015 Retreat**
	      i. **Same Venue?** After noting that Rock Eagle was a functional venue, it was noted that more information was needed before committing to this venue for the 2015 retreat. Susan Steele intends to conduct some surveys to gather retreat attendee recommendations on this matter. The observation that West Campus had been used
		1. **Governance Retreat**
		   a. No action necessary
		   b. Approval of the allocation of funds from the university senate budget was unanimous.
		   c. No action necessary
		2. **Room Reservations**
		   No action necessary	

	as a retreat site in the past was also made. West Campus as a retreat venue typically required an earlier date in August for the retreat and historically, retreat participants were more likely to pop in and out of this venue during the retreat sessions to go to their campus offices and attend to matters requiring their attention. ii. **Date** Some of the registered retreat participants extended regrets in the eleventh hour indicating that they had other more pressing matters to attend to on the Friday before fall semester classes. The possibility of holding the 2015 governance retreat earlier in August was briefly discussed with no resolution noting there were pros and cons to this option as well. iii. **Transportation** Susan Steele noted that while thirty-three retreat participants signed up to ride the bus to the retreat only about twenty actually did and that fewer than ten rode the bus on the way back. She went on to say that in her opinion, this limited use of the bus did not justify its expense. The other option was to consider the use of 15-18 passenger vans, but that would require finding drivers for the vans among retreat participants which did not seem likely.		

	2. **Reserving Rooms for Meetings** Susan Steele indicated that she had recently submitted R25 requests for Arts & Sciences 2-72 as the meeting room for all scheduled meetings of the 2014-15 University Senate. She also indicated that she would request the President's Conference Room (Parks Administration Room 301) for all scheduled meetings of ECUS as well as ECUS with Standing Committee Chairs. 3. **USGFC Representative** Susan Steele noted that Presiding Officer Elect John Swinton is the voting representative for Georgia College to the University System of Georgia Faculty Council (USGFC). A request to update the Georgia College voting representative from Susan Steele to John Swinton has been submitted with the USGFC webmaster. Also, John Swinton was informed of the existence of a USGFC email listserv and of his option to contact USGFC webmaster Timothy Brown to request being subscribed to the listserv.		
Past Presiding Officer Report **Lyndall Muschell**	Lyndall Muschell indicated that she had nothing to report as Past Presiding Officer.		
Presiding Officer Elect Report **John Swinton**	John Swinton indicated that he had nothing to report as Presiding Officer Elect.		
Secretary Report **Craig Turner**	1. **Server Crashes** Craig Turner indicated that there were two server crashes over the summer that affected electronic tools of the university senate. a. **Online Senator Database** The server hosting the online senator database		

crashed and two years of data were lost. Craig Turner was able to consult other records to inform the reentry of the lost data. Thus, the online senator database is timely and fully updated.

    b. **The Green Page** The info server hosting the green page crashed and a majority of the links were broken with no loss of data. The green page has been migrated to a newer server and is again functional. The new url is http://com-2.gcsu.edu/senate/ and the alias of http://us.gcsu.edu has been redirected to point to the new location of the green page.

2. **Email Lists** Eleven email listservs support communication among the university senate and its committees: one list for the university senate, eight lists for the various committees, one for committee chairs, and one for committee officers. Craig Turner, owner (keeps subscriptions current) of these lists, circulated the most up-to-date draft of the memberships of these lists. *Following the meeting. Craig Turner circulated by email an updated version of these lists to the Executive Committee and Standing Committee Chairs.*

3. **Additional Deliberation**

    a. **Checklists** Susan Steele noted that the checklists for recurring functions of the Executive Committee are dated and some have not been updated since 2007-08. All in attendance were in agreement that these should be updated during the coming academic year.

	b. **Electronic Tools** The electronic tools of the university senate (webpages, databases, etc.) are being rebuilt by campus personnel, specifically Kelly Rickman and David Smith. There will be a progress report on the status of this rebuild given at the 3:30 meeting of ECUS with Standing Committee Chairs. It was noted that google searches for *University Senate* do not return links to senate.gcsu.edu and that this should be remedied. In the ideal, an individual interested in finding information about university senate should be able to quickly find the site using search engines like google or searching from the campus websites.		
Library Senator Report **Ben Davis**	1. **Self-Checkout** A self-checkout station to check out books and other library materials is now available near the circulation desk. 2. **Atrium Hours** The atrium hours of the library have been extended and the atrium will now be accessible 24/7. 3. **Instructional Requests** The library has a record number of instructional requests this semester, some of which pertain to the delivery of the fourth hour for GC1Y and GC2Y courses.		
V. Information Items Actions/Recommendations			
Task Forces with University Senate Representatives **Susan Steele**	1. **Associate Provost Search** Ben McMillan is the university senate representative on this committee. The update is on timeline: campus interviews for four candidates during Sep 2014 with a target start date of 1 Jan 2015 for the successful candidate.		

	2. **Graduate Task Force** Catherine Whelan is the university senate representative to this task force. The task force has submitted some recommendations to Provost Kelli Brown, one of which has been acted on. This was to assign the coordination of graduate studies to a person, in this case Associate Provost Tom Ormond has been tapped for this assignment. 3. **Technology-Assisted Instruction** Vicki Deneroff is the university senate representative on this committee. Vicki summarized recently administered survey results at the governance retreat. 4. **Data Standards Committee** Craig Turner is the university senate representative on this committee. The committee met over the summer and submitted a report on data standards, focusing on standardizing the entry of data into university information systems, to Provost Kelli Brown and Chief Information Officer Bob Orr. Since that submission, the committee has been in hibernation yet is at the ready should a need for further committee action present itself. a. Provost Brown indicated that this report has been sent over to Associate Vice President of Institutional Research Chris Ferland, in consultation with data standards committee chair Rose Ennis, for the addition of standardizing the definitions of terms used in reporting out institutional data. Such terms include but are not limited to faculty, faculty full-time-equivalents (FTEs), student counts for admissions and registrations, and faculty-student ratios. Information on the source of these data		

	will be included in addition to definitions for the terms supporting these data.		
Replacements to University Senate and its Committees **Susan Steele**	1. Katie Simon has been elected by the Department of English and Rhetoric to complete the elected faculty senator term of service of Alex Blazer who is on professional leave. As a result of this, Kate Simon will also replace Alex Blazer as a voting member of the 2014-15 Faculty Affairs Policy Committee. 2. During the summer, Yi (Cathy) Liu contacted Susan Steele by email to indicate that Patrick Simmons would complete her term of service as a voting member (faculty volunteer and teaching representative for area D3) of the 2014-15 Subcommittee on the Core Curriculum.		
University Senate Budget **Susan Steele**	1. Susan Steele reiterated (as was mentioned in the Governance Retreat information) that the university senate budget includes $500 in foundation funds and $5000 in operating funds. 2. Susan Steele indicated her intent to include an update on the university senate budget at each scheduled meeting of the University Senate.		3.
Choose Health Event **Susan Steele**	1. Susan Steele indicated that she had been asked for University Senate support for the Choose Health Event. Details on the nature of the support are primarily in promoting awareness of the event. 2. Promotional details will be forthcoming.		

Post-Tenure Review (Follow-up from 2013-14)	Susan Steele noted that she had forwarded the proposed revisions to the Post-Tenure Review Policy for consideration by the Faculty Affairs Policy Committee (FAPC). This item had been steered to FAPC by the 2013-14 ECUS but had not been received by FAPC in time to be considered during the 2013-2014 academic year.		
Reorganization **Provost Kelli Brown**	1. Provost Kelli Brown indicated that the Director of University Assessment (Cara Meade) will no longer report to Associate Provost (Tom Ormond) and will now report to Associate Vice President of Institutional Research (Chris Ferland). 2. As a result of this reassignment, The Office of Institutional Research will be renamed The Office of Institutional Research and Effectiveness. 3. A campus announcement of these changes will be forthcoming.		4.
VI. Unfinished Business **Review of Action & Recommendations, Provide updates (if any) to Follow-up**			

ECUS Operating Procedures
 	
Susan Steele
	Susan Steele reminded committee members that at the ECUS committee session of the governance retreat, the committee had agreed to adopt the operating procedures from the 2013-14 ECUS. These proposed operating procedures were now available in print for committee review. Three editorial suggestions were offered and accepted by the committee:
	  1. Change *Insure* to *Ensure* in bullet five under the *Chair* section under *Officer Responsibilities*.
	  2. Replace *lyndall.muschell@gcsu.edu* with *susan.steele@gcsu.edu* in the
		The committee adopted the 2013-14 ECUS operating procedures as amended to be the 2014-15 ECUS operating procedures.	Susan Steele will ensure that the ECUS operating procedures are updated and posted.

	sentence detailing regrets notification under *Communication*. 3. .Change the adoption date from *8/14/13* to *8/22/14*. *During the preparation of these minutes, it is noted that a fourth editorial modification is necessary: to replace 2013-2014 with 2014-2015 in the title preceding ECUS Operating Procedures.*		
Standing Committee Officer Orientation (SCOO) **Susan Steele**	Susan Steele sought guidance from the committee on the implementation of a Standing Committee Officer Orientation for 2014-2015. Recently this orientation has been offered by email and customized to the needs of the individual officers rather than holding a formal face-to-face session as was done in years prior. Most officers have declined a formal orientation and seek out information as needed.	ECUS members agreed that an opportunity for an orientation (training) should be extended to the current committee officers and that ECUS members were the likely suspects to supply such an orientation.	Susan Steele to ensure that the opportunity for an orientation is extended by email to the officers of the 2014-15 committees of the university senate.
Graduate Task Force (Replacement for Catherine Whelan) **Susan Steele**	Susan Steele noted that as Catherine Whelan had rotated off the University Senate, she had resigned as university senate representative to the Graduate Task Force. Susan Steele indicated that Mandy Jarriel had expressed interest in serving. Lyndall Muschell noted that several individuals volunteered when the opportunity was presented in 2013-14 and that she would forward the names of these volunteers to Susan Steele by email. Provost Kelli Brown indicated that it was her understanding that the Graduate Task Force was likely to complete its work in September 2014.	ECUS members agreed that Susan Steele should extend an email invitation to the members of the 2014-15 university senate inviting a volunteer to replace Catherine Whelan on the Graduate Task Force.	Susan Steele to email the 2014-15 University Senate and seek a volunteer to serve on the Graduate Task Force.
SoCC Bylaws **Susan Steele**	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		Susan Steele to ensure that this matter be taken up at a future meeting of ECUS or ECUS-SCC (as necessary).

	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. Provost Kelli Brown agreed to consult with President Dorman on this matter and keep him apprised on the brief discussion on this matter at this ECUS meeting.		
VII. New Business Actions/Recommendations			
Subcommittee on Nominations (SCoN) **Susan Steele**	Susan Steele noted one of the functions of the Executive Committee is to appoint the membership and chair of the Subcommittee on Nominations. It was noted that there is a minimal membership prescribed in the university senate bylaws: ECUS members, Standing Committee Chairs, Student Government President, and Staff Council Chair. In addition, recent practice has been to include the Subcommittee on the Core Curriculum Chair as a member. Finally, it was often the case that the Presiding Officer Elect was appointed as SCoN Chair. The current Presiding Officer Elect, John Swinton, was receptive to this appointment.	The committee appointed the membership and chair of 2014-15 SCoN, specifically • **Members** SoCC Chair in addition to the minimum membership prescribed in the university senate bylaws • **Chair** John Swinton	
Subcommittee on Nominations (SCoN) Motion **Susan Steele**	Susan Steele noted that a motion from SCoN would be needed for the 12 Sep 2014 meeting of University Senate to seek approval of the replacements of committee memberships. The specifics were provided in complete detail above under Information Items and are repeated here in lesser detail.		John Swinton to submit this motion into the online motion database.

	• Katie Simon replacing Alex Blazer as an elected faculty senator • Katie Simon replacing Alex Blazer as a voting member of FAPC • Patrick Simmons replacing Yi (Cathy) Liu as a voting member of SoCC.		

| Standing Committee Charges from 2013-14 Annual Reports | Susan Steele had circulated a summary of the recommendations made by the 2013-14 university senate committees in their annual reports for consideration by the corresponding 2014-15 committees. The items were briefly reviewed by topic, clarifying as necessary. In particular, the recommendations from the 2013-14 ECUS report were reviewed including Electronic Tools Fixes Update by David Smith and Kelly Rickman to be given at the 3:30 ECUS meeting with Standing Committee Chairs Collaboration with the Curriculum and Assessment Policy Committee (CAPC) as Subcommittee on the Core Curriculum (SoCC) arbiter Proceeding and mentioned by Stephen Wills in CAPC report at the governance retreat Policies, Procedures and Practices Manual (PPPM) Last year, Josh Kitchens recommended a process of annual archiving of the PPPM Resolution of conflicting language on Student Opinion Surveys is proceeding. Process for ensuring approved policy motions from university senate find their way into the PPPM has been discussed briefly by Tom Ormond, Catherine Whelan and Craig Turner during summer 2014 but requires additional work. | ECUS members agreed that the committees had access to the annual reports from last year and that no formal action on this matter was necessary. | |

Academic Affairs Support of University Senate
 	
Provost Kelli Brown
	Provost Kelli Brown reminded the ECUS members that at the ECUS session of the 2014 Governance Retreat, she had proposed Office of Academic Affairs support for the University Senate. A motion was made and seconded to summarize the details of this support.
	MOTION *To accept the commitment from the Office of Academic Affairs to provide resources to support the University Senate in the following two ways:*
	    (1) One three-hour course release per semester for the Presiding Officer of the University Senate
	    (2) Administrative Assistant in the Office of Academic Affairs to provide support (approximately ten hours per week anticipated) and this support replaces the graduate assistant position for the University Senate.
		ECUS members unanimously approved the motion to accept the support of University Senate offered by the Office of Academic Affairs.	

VIII. Next Meeting (Tentative Agenda, Calendar)			
1. Calendar	12 Sep 2014 @ 3:30pm Univ. Senate A&S 2-72 3 Oct 2014 @ 2pm Univ. Senate committees 3 Oct 2014 @ 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.		Susan Steele will ensure that such items (if any) are added to agendas of the appropriate ECUS and/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 3:24 pm.	

Distribution:

First;   To Committee Membership for Review
Second: Posted to the Minutes Website

Approved by:_____
Committee Chairperson (Including this Approval by chair at committee discretion)

COMMITTEE NAME: EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)
COMMITTEE OFFICERS: SUSAN STEELE (CHAIR), JOHN SWINTON (VICE-CHAIR) CRAIG TURNER (SECRETARY)
ACADEMIC YEAR: 2014-2015

AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:
"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 *Provost*	P						1	0	0
Ben Davis *EFS; Library*	P						1	0	0
Steve Dorman *University President*	R						0	1	0
Lyndall Muschell *EFS; CoE; ECUS Chair Emeritus*	P						1	0	0
Susan Steele *EFS; CoHS; ECUS Chair*	P						1	0	0
John Swinton *EFS; CoB; ECUS Vice-Chair*	P						1	0	0
Craig Turner *EFS; CoAS; ECUS Secretary*	P						1	0	0