

COMMITTEE NAME: EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)

MEETING DATE & TIME: 27 FEBRUARY 2015; 2:00 –3:15

MEETING LOCATION: 301 PARKS ADMINISTRATION BUILDING

ATTENDANCE:

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| MEMBERS | | “P” denotes Present, “A” denotes Absent, “R” denotes Regrets | |
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| 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) |
| R | Lyndall Muschell (CoE, ECUS Chair Emeritus) | | |
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| GUESTS: | | | |
| Tom Ormond (Senior Associate Provost) | | | |
| Carter Shadden (Graduate Assistant of the 2014-2015 University Senate) | | | |

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| | <i>Italicized text denotes information from a previous meeting.</i> | | |
| | *Denotes new discussion on old business. | | |

| AGENDA TOPIC | DISCUSSIONS & CONCLUSIONS | ACTION OR RECOMMENDATIONS | FOLLOW-UP {including dates/responsible person, status (pending, ongoing, completed)} |
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| I. Call to order | The meeting was called to order at 2:06 pm by Susan Steele (Chair). | | |
| II. Approval of Agenda | A <u>MOTION</u> to approve the agenda was made and seconded. An amendment was offered by Susan Steele to add consideration of USG Background Investigation Revisions (Steer) as an item of New Business. This amendment was acceptable to all present. | The agenda was approved as amended. | |
| III. Approval of Minutes | A <u>MOTION</u> to approve the minutes of the 23 Jan 2015 meeting of the Executive Committee was made and seconded. A draft of these | The 23 Jan 2015 Executive Committee minutes were | |

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| | minutes had been circulated to the meeting attendees via email with no revisions offered. Thus, the minutes had been posted (as circulated) to the minutes.gcsu.edu site. | approved as posted, so no additional action was required. | |
| IV. Reports | Reports from each elected faculty senator were invited by Susan Steele. | | |
| Provost Report | <ol style="list-style-type: none"> 1. <u>Faculty & Staff Excellence</u> The Faculty & Staff Celebration of Excellence will be held Th 16 Apr 2015 at 9:00 a.m. in Russell Auditorium; all are invited and encouraged to attend. 2. <u>Course Registration</u> Student registration begins next week and we are all set and ready to begin registration for summer and fall. 3. <u>Budget</u> In May after state legislation ends we will know for sure what our FY16 budget will be. 4. <u>Academic Calendar</u> On behalf of Cabinet, I have requested to the APC (Academic Policy Committee) to review having a fall break during the week of Thanksgiving vs. just the Wednesday and consider starting back one week earlier in January. 5. <u>Administrative Support for University Senate</u> Hopefully this position will be filled this summer sometime; the person in this position will be able to assist with university senate tasks and assist the Presiding Officer and can help with preparations for the Governance Retreat in August. | | |

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| <p>Presiding Officer Report</p> <p>Susan Steele</p> | <ol style="list-style-type: none"> 1. Scheduled meeting with Drs. Dorman and Brown regarding registry of committees. 2. Sent draft governance calendar to Dr. Brown requesting review with Academic Leadership Team and discussion of need to avoid college or departmental meeting conflicts with governance events. 3. Obtained permission to use Presidential Seal, and to order special paper for university senate recognition certificates. Paper ordered through <i>Printing Services</i>. 4. Discussed 2016 State of the University address date with Monica Starley from President's office and obtained a confirmed date (29 Jan 2016) for inclusion on the 2015-16 governance calendar. 5. Reviewed USG documents forwarded to me including (1) USG enrollment predictions memorandum from Chancellor Huckaby (2) Chancellor's budget remarks to legislature and (3) Chancellor's PowerPoint presentation to legislature. 6. Prepared and distributed the university senate agenda for 13 Feb 2015 meeting. Discussed university senate meeting time frame with President Dorman and Provost Brown; specifically a revised format of the university senate agenda to include time limitations for agenda items. 7. At the 13 Feb 2015 university senate meeting, I announced ECUS-adopted (at its 23 Jan 2015 meeting) editorial revisions to the university senate bylaws. | | |
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| | <p>This announcement made these editorial revisions effective at the adjournment of this meeting of university senate.</p> <ol style="list-style-type: none"> 8. Added a note to Motion 1314.EC.001.B (indicating its connection to Motion 1415.CAPC.003.B) in the online motion database. These motions deal with the proposed revisions to language pertaining to SoCC in the university senate bylaws. 9. Affixed the presiding officer signature to all motions recently adopted by university senate in the online motion database communicating suggested motion implementers to Kathy Waers in the President's office. 10. It should be noted that items 8 and 9 were accomplished under the tutelage of Dr. Craig Turner. 11. Received notification from Macon McGinley of medical leave and Amy Pinney coverage of SAPC committee. 12. Reviewed the internal audit draft report regarding the review of the Policies, Procedures and Practices Manual. Report identifies issues with lack of closure in the online motion database for policies recommended. This information will be shared with the Enterprise Application team working on a new electronic presence for university senate, including a revised online motion database. | | |
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| <p>Past Presiding Officer Report</p> <p>Lyndall Muschell</p> | <p>As Lyndall Muschell had extended regrets and was unable to attend the meeting, there was no Past Presiding Officer Report.</p> | | |
| <p>Presiding Officer Elect Report</p> <p>John Swinton</p> | <p>John Swinton indicated that he had nothing to report as Presiding Officer Elect. He did have a report as Subcommittee on Nominations Chair.</p> <ol style="list-style-type: none"> 1. <u>At-Large Election</u> A draft of the at-large election ballot was circulated around the table for review by the members of the executive committee. Due to technical issues, implementing the at-large ballot had been delayed and will be implemented as soon as possible. The delay was caused by the time needed to prepare an email list for the Corps of Instruction. Qualtrics survey (ballot) for at-large elected faculty senator to be launched on 2/27/15 with election results ready 3/6/15. 2. <u>Election Oversight</u> All the academic units (four colleges and the library) have submitted their elected faculty senator election results. 3. <u>Committee Preference Surveys</u> Once the at-large election is complete, committee preference surveys will be implemented. One survey will provide the 2015-2016 elected faculty senators an opportunity to share their preferences regarding serving on a committee and serving as an officer (Secretary, Presiding Officer Elect). The other survey will provide all members of the university faculty an opportunity to express their interest in serving on a university senate committee as a volunteer. | | |

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| | <p>and as Governance Retreat Planning Committee Chair</p> <ol style="list-style-type: none"> 1. <u>Committee Members</u> Three individuals (Macon McGinley, Susan Steele, Craig Turner) have volunteered to serve on the governance retreat planning committee. 2. <u>Date</u> The 2015 Governance Retreat is scheduled for 9:00am-4:00pm on Tuesday 11 Aug 2015. 3. <u>Site</u> The location for the 2015 Governance Retreat will be Rock Eagle assuming I am able to confirm its availability on our date, a confirmation I plan to attend to by the end of this month. 4. <u>Invitees</u> The invitees for the 2015 governance retreat will be all members of the committees of the 2015-2016 university senate. This list will be available following the organizational meeting of the 2015-2016 university senate scheduled to occur at 2:00 pm on Fri 1 May 2015 in Arts & Sciences 2-72. 5. <u>Surveys</u> I anticipate circulating surveys to collect preferences on intent to attend (RSVP), travel (bus/van/personal car) and food (dietary needs), likely after the organizational meeting of the 2015-16 university senate. | | |
| <p>Secretary Report Craig Turner</p> | <p><u>14 Nov 2014</u></p> <ol style="list-style-type: none"> 1. <u>Redbooks</u> <i>Craig Turner noted that he had brought to this meeting nine copies of the 10th edition of the American Association of University Professors Policies and Reports – more commonly known as The AAUP Redbook due to its red cover – which belonged to the University Senate. Further, he noted that the 11th edition of this AAUP Redbook would soon be</i> | | <p><u>14 Nov 2014</u></p> <ol style="list-style-type: none"> 1. <i>John R. Swinton Chair of the Subcommittee on Nominations to contact Indiren Pillay to see how the constituency of elected faculty senator Andrei Barkovskii (who has indicated he will take a professional</i> |

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| | <p>available (its publication and availability anticipated in January 2015). The question was: What to do with these nine copies? After a brief discussion, there was agreement by those present to first offer these copies to the committee officers at the 14 Nov 2014 3:30pm meeting of the Executive Committee with the Standing Committee Chairs, and second if there were any copies remaining, to offer them to the elected faculty senators at the 5 Dec 2014 meeting of the University Senate. Note: During the preparation of these minutes, it was known that all nine copies were distributed to committee officers at the 14 Nov 2014 meeting of the Executive Committee with Standing Committee Chairs.</p> <p>2. <u>Elected Faculty Senator on Leave</u> Craig Turner noted that he and Susan Steele had received an email from elected faculty senator Andrei Barkovskii indicating that Andrei would be on professional leave during the Spring 2015 semester and did not intend to attend meetings of the university senate or its committees during this time. A relevant university senate bylaw states</p> <p style="padding-left: 40px;"><i>II. Section I.B. Replacements. Vacancies (i.e. professional leave, sick leave, etc) or resignations that occur during a term of service shall be filled for the remainder of that term following the process used in the original election, selection or appointment.</i></p> <p style="padding-left: 40px;"><i>To initiate this process the individual or proxy (i.e., colleges/library,</i></p> | | <p>leave during Spring 2015) would like to be represented during the Spring 2015 semester.</p> <p>2. Susan Steele to ensure that the recently hired Chief Human Resources Officer Leslie Pierce is aware of the need for a verification list to be circulated by Human Resources as part of the implementation of the Service Recognition Policy.</p> <p><u>23 Jan 2015</u></p> <p>1. John R. Swinton Chair of the Subcommittee on Nominations did contact Indiren Pillay to see how the constituency of elected faculty senator Andrei Barkovskii (who has indicated he will take a professional leave during Spring 2015) would like to be represented during the Spring 2015 semester. It was determined that Mike Gleason would complete Andrei's term.</p> <p>2. Susan Steele will ensure that the recently hired Chief Human</p> |
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| | <p><i>Student Government Association, Staff Council, presidential appointee) should notify the Chair of the Committee on Nominations in writing (electronic forms are acceptable).</i></p> <p><i>It was further noted that the current elected faculty senator term of Andrei Barkovskii ended 1 May 2015. During discussion, a consensus opinion emerged that this information should be shared with the constituency of Andrei Barkovskii (his department colleagues) who could then decide if they wanted to name a replacement to complete the term of Andrei Barkovskii and serve as their elected faculty senator for Spring 2015. As current Chair of the Subcommittee on Nominations, this responsibility fell to John R. Swinton.</i></p> <p>3. <u>Service Recognition Policy</u> <i>A concern regarding the implementation of this policy that was discussed earlier this academic year by the Executive Committee may still be unresolved. The primary point of concern was whether or not a list seeking the verification of the time in service has been circulated to supervisors as called for in the policy. The specific policy language is</i> <i>The Office of Human Resources and Employee Relations shall be responsible for identifying employees to be recognized based on the eligible service criteria.</i></p> <ul style="list-style-type: none"> • <i>Employees shall be recognized at the Service Recognition Ceremony that next occurs after they reach the specified years of eligible service.</i> | | <p><i>Resources Officer Leslie Pierce is aware of the need for a verification list to be circulated by Human Resources as part of the implementation of the Service Recognition Policy. In particular, there is a meeting scheduled for 27 Jan 2015 at 3:00 pm to discuss this matter and ensure this awareness. The meeting attendees include Leslie Pierce, Crystal Reeves, Monica Starley, Susan Steele, and Craig Turner.</i></p> <p>3. <i>Susan Steele to share with President Dorman as an information item Motion 0708.EC.003.R regarding the keeping of a university-wide committee registry.</i></p> <p>4. <i>Susan Steele to seek permission from President Dorman to circulate (in advance of minutes being posted) the president's report to the university senate. If secured, these two reports (president and provost) should be circulated to the university community</i></p> |
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| | <ul style="list-style-type: none"> • A list of all employees, including their length of service, shall be distributed to supervisors by August 1st each year. Supervisors shall be responsible for confirming with the employee that the length of service is accurate. Discrepancies shall be reported immediately to the Office of Human Resources and Employee Relations. • To assist in the identification process, employees with discrepancies or unusual service records (e.g. non-continuous service, leave of absence, part-time to full-time) are encouraged to complete the Employee Service Update Form and submit it to the Office of Human Resources and Employee Relations. <p><i>It was noted that the Service Recognitions Policy was adopted on 2 May 2013 as the result of motion 1213.EC.002. found in the online motion database at the url http://senate.gcsu.edu/senate/view_motion.php?mid=557 and that this circulation of the list for verification has yet to be implemented. After brief discussion, the consensus recommendation was to contact the recently hired Chief Human Resources Officer Leslie Pierce to acquaint her with this facet of the Service Recognition Policy. As current Presiding Officer of the University Senate, this responsibility fell to Susan Steele.</i></p> <p>4. Communication Craig Turner offered for consideration of those present a suggestion that the reports to the university senate from the university</p> | | <p><i>by the presiding officer of the university senate via the FrontPage digest email system.</i></p> <p>5. <i>Susan Steele to ensure that consultation with individuals who serve on university senate committees (in roles other than university senator) have the opportunity to offer suggestion for possible tokens of appreciation to recognize their service that would be meaningful to them (to possibly be added as a parallel practice to the current awarding of the university senate pins to university senators).</i></p> <p>27 Feb 2015</p> <p>1. Susan Steele will soon be meeting with both President Dorman and Provost Brown to discuss the content of Motion 0708.EC.003.R which advocates for the keeping of a registry of university-wide committees. Susan will also formally seek permission from President Dorman to circulate to the</p> |
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president and the provost be distributed more widely in closer proximity to the university senate meeting at which they are delivered than is present practice. He observed that all members of the university community could read these reports from the university senate minutes which were typically posted closer to the following meeting of the university senate and that was typically four to five weeks after the reports were given to university senators. After brief discussion, the consensus opinion of those present was that this was a good idea and that it could be implemented by sharing the reports with the elected faculty senators of the executive committee who would in turn be responsible to share the information with their academic units OR these reports could be distributed to the university senators who would be charged to get the information to their constituencies. No particular strategy was agreed upon for implementation. There was also consensus opinion that permission from each of the university president and provost should be secured prior to any implementation.

*a. **Concern** A more general concern was offered during this discussion that sometimes the grapevine information is ahead of the official information on the campus network. There was agreement that there is always room for improvement in communication in any organization. No specific remedy was offered for implementation, yet it was noted that communication might be more direct in certain instances*

university community (in advance of minutes being posted) the president's report to the university senate.

2. Susan Steele drafted a survey to circulate to non-university-senator members of university senate committees to gather information on the interest of this group in receiving a wearable token of appreciation for their university senate committee service. This recognition would be comparable to the university senate pin awarded to (first-time) university senators for service on the university senate.

rather than flowing through the administrative chain.

23 Jan 2015

1. **Committee Registry** Craig Turner shared a copy of Motion 0708.EC.003.R, a resolution from 2007-08 regarding the desire to maintain a registry of university-wide committees. Specifically the motion text reads as follows

Whereas the primary goals are to support the governing concepts of transparent decision-making and shared information, specifically the sharing of information deemed relevant to the deliberations within the decision-making process, therefore be it resolved by the University Senate of Georgia College & State University that the University President identify an appropriate university official to maintain a registry of university-wide committees or a master list of committees that

- (1) provides appropriate information, including but not limited to membership rosters, committee charge, and committee meeting minutes,
- (2) is accessible to members of the university community, and
- (3) is periodically reviewed to determine the activity status of each committee.

A brief history of this matter was shared indicating that prior to this resolution, it was a university senate bylaw that ECUS maintain a registry of administrative committees. In both instances, the desire was to supporting the governing concepts of transparent decisions making and

shared information as well as maintain a list of the committees that were both representative of the university as a whole and reporting to an administrator so that any member of the university community could (if interested) find out about the activity and deliberations of such committees. The motion implementor assigned [Paul Jones] is presently on leave. After some brief conversation, it was recommended that Susan Steele bring this matter to the attention of President Dorman as an information item.

2. **Administrative Report Circulation** As part of the communication item of 14 Nov 2014 executive committee secretary report (see above), the recommendation of circulating to the university community the reports given at university senate meetings by the university president and the provost as soon after the meeting as feasible was revisited. It was noted that permission to circulate the provost report was obtained at the 14 Nov 2014 meeting of the executive committee with standing committee chairs directly from Provost Brown. To date, there had not been an attempt to secure such permission from President Dorman. After some brief discussion, the agreement was that Susan Steele should seek permission from President Dorman to circulate the president's report and if secured, these two reports (president and provost) should be circulated to the university community by the presiding officer of the university senate via the FrontPage digest email system.

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| | <p>3. <u>Tokens for Governance Service</u> Craig Turner suggested to those present that pins for service on the university senate not be exclusive to the university senators but also be awarded to those members who serve on committees in other capacities (faculty volunteers, appointees by SGA, Staff Council or the Chief Administrative Officers). There was general agreement with the spirit of the recommendation but not necessary the letter. After some discussion, there was agreement to consult with those presently serving in these other capacities to find out what token of appreciation would be a meaningful one for them, realizing this might not result in the awarding of a pin. Susan Steele agreed to ensure that this consultation is done.</p> <p>4. <u>Minutes Cleanup</u> Craig Turner requested assistance on some minutes cleanup to obtain updates on the open actions charged at previous meetings of the executive committee. These included (1) the fraud awareness representative (Ben McMillan identified) (2) Orientation for Standing Committee Officers email (Susan Steele sent this email and received no responses) (3) Graduate Task Force representative (before a replacement could be named, the task force completed its work with Catherine Whelan serving as university senate representative).</p> <p><u>27 Feb 2015</u> Craig Turner indicated that he had nothing to report as University Senate Secretary.</p> | | |
| Library Senator Report | Ben Davis indicated that he had nothing to report as Library Senator. | | |

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| Ben Davis | | | |
| V. Information Items Actions/Recommendations | | | |
| New Faculty Orientation Provost Brown | Effective with the 2015-2016 academic year, the academic affairs component of new faculty orientation is being expanded to two full days. The new faculty orientation events, scheduled to occur between Su 9 Aug 2015 and We 12 Aug 2015, were provided for inclusion on the 2015-2016 governance calendar. | | |
| Diploma Size and Wording Provost Brown | This was presented as an informational item and a preview of the matters that would be brought for review and deliberation to those assembled for the executive committee with standing committee chairs meeting scheduled immediately following this meeting starting at 3:30pm Fri 27 Feb 2015. Student Government Association President Juawn Jackson met with President Dorman and requested consideration of modifications to diploma size and wording. While President Dorman has the authority to implement the requested changes, his preference is to inform his decision on whether to implement by vetting the proposal to faculty representatives, specifically with the leaders of the university senate which include standing committee chairs and elected faculty senators on the executive committee. The proposed changes are | | |

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| | <p>1. Diploma Size To increase the size of the master’s degree diploma from its current size matching that of a bachelor’s degree to the size of the terminal degree (presently used only for the Doctor of Nursing Practice. (DNP)).</p> <p>2. Wording To add the designation of the major to the undergraduate diploma, e.g. rather than Bachelor of Science it would be Bachelor of Science in Nursing.</p> <p>Other contextual information points related to the proposal included</p> <ul style="list-style-type: none"> • should the diploma size be amended, the way in which it is presented to a recipient would also be amended. Specifically it would no longer include a cover but rather be rolled up with a ribbon (as is the case presently for the DNP) • double majors receive two degrees one with each major <p>A suggestion emerged from the floor to invite review by a university senate committee (SAPC) during the executive committee of the university senate with standing committee chair meeting to allow the opportunity for the committee review, the default operating procedure of the university senate. All were agreeable to this suggestion.</p> | | |
| <p>Graduate Council Bylaws Senior Associate Provost Ormond and Provost Brown</p> | <p>A draft of the graduate council bylaws had been forwarded as an information item to Susan Steele for circulation to the executive committee. At this meeting, feedback was</p> | | |

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| | <p>invited by Senior Associate Provost Tom Ormond. A number of suggestions and observations were offered including but not limited to</p> <ul style="list-style-type: none">• a suggestion to use the term <i>Director of Graduate Studies</i> as a replacement for <i>Senior Associate Provost</i> or <i>Senior Associate Provost and Director of Graduate Studies</i> throughout the draft. While presently Tom Ormond holds both titles, it seems that the relevant title for use in the Graduate Council Bylaws is <i>Director of Graduate Studies</i>• In section IV.A.c, the use of the phrase <i>up to two</i> would allow 0, 1, or 2 and some phrasing equivalent to <i>at least one and at most two</i> is perhaps what is intended• How are the representatives in IV.A.c selected? Might it be more appropriate to have an election rather than a selection? In any case, specification of the process of selection – preferably an elected representative of a faculty constituency – is recommended for consideration• One of the reasons for creating this graduate council is to provide this group a seat at the table for the discussions of graduate issues. | | |
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| | <ul style="list-style-type: none"> • It was noted that there is intentionality to review the bylaws at least annually built into the current draft. • As currently drafted, some were reading the consideration of graduate curricular matters to sidestep CAPC (Curriculum and Assessment Policy Committee) review/approval. This was not the intent as the curricular review was intended to include review/approval by the CAPC as is presently the case. • Is the graduate council treated as an academic unit from the perspective that certain policies might be made for only those matters in the graduate domain and thus not be university policy? There was some agreement that this was an appropriate way to view this group. • In IV.D, can't have both two-year terms of service and one-third replaced each year – either need <i>three-year</i> terms and <i>one-third</i> OR <i>two-year</i> terms and <i>one-half</i>. • In IV.D, the use of the term <i>appointments</i> may not be consistent with the suggested election insertion into section IV.A.c. • In Article IX, a <i>two-third vote</i> should be a <i>two-thirds vote</i> (add an “s” to the word third) | | |
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| | Senior Associate Provost Tom Ormond took copious notes and expressed appreciation for the observations and suggestions indicating that each would receive consideration for incorporation into the draft. | | |
| AAUP Redbooks (11th Edition) Purchase Any? Craig Turner | <u>23 Jan 2015</u> <i>Ben Davis and Craig Turner noted that this book has been donated to the library and is available in the reference section and cannot be checked out of the library. Some of the previous editions of this book are available in the library in the general collection and available for checkout by patrons.</i> <i>Further consideration of this matter (specifically whether to allocate university senate funds to purchase copies) was postponed to a future meeting of ECUS or ECUS-SCC due to lack of time for its deliberation.</i> | | <u>23 Jan 2015</u> <i>Susan Steele to ensure this topic is placed on the tentative agenda of a future ECUS or ECUS/SCC meeting.</i> <u>27 Feb 2015</u> Susan Steele placed this item on the tentative agenda of the 27 Feb 2015 ECUS/SCC meeting |
| VI. Unfinished Business Review of Action & Recommendations, Provide updates (if any) to Follow-up | | | |
| Service Recognition Policy Changes Susan Steele | 1. <u>Committee</u> First it was noted that a group consisting of Leslie Pierce, Crystal Reeves, Monica Starley, Susan Steele, and Craig Turner had met a couple of times to discuss the Service Recognition Policy. 2. <u>Revisions</u> As a result of these meetings, a set of revisions have been drafted (and submitted in the policy template format) by Crystal Reeves and Leslie Pierce for university senate review. Highlights of the revisions include | | |

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| | <p>a. streamlined procedures that can be implemented to extend to each employee via her/his supervisor an opportunity to review for accuracy the Human Resources record of her/his years of service and to propose corrections if that record is in error.</p> <p>b. ownership of the service recognition ceremony is shifting from the University President's Office to Human Resources.</p> <p>c. begin recognition at the five-year milestone rather than the ten-year milestone – thus recognizing milestones of five years, ten years, fifteen years, twenty years, twenty-five years, thirty years, and multiples of five year milestones realized beyond thirty years as well. It may be rare to have individuals work longer than a typical thirty year career.</p> <p>3. <u>Next Step</u> As the next step of deliberation was considered, it was noted that the policy template includes policy, procedures, and guidelines among other information. A question from the floor was asked – “Did the policy section change?” After pulling up the current version of the Service Recognition Policy in the Policies, Procedures, and Practices Manual, it was noted that there were revisions to the short (two to three sentence) policy statement. The changes were not substantive and</p> | | |
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seemed in the judgment of those present to be editorial in nature. A suggestion was made to propose consideration of these revisions as a *committee of the whole* by the university senate at its 27 Mar 2015 meeting. By the university senate bylaws, *committee of the whole* consideration can occur only with a two-thirds majority approval by the university senate. If this two-thirds majority approval is not achieved, the proposal will be steered by ECUS (the Executive Committee of the University Senate) to RPIPC (the Resources, Planning and Institutional Policy Committee) for consideration at its 3 Apr 2015 meeting. As a follow-up, an agreement was made to implement this next step plan only if permission to deviate from the usual committee review process is secured from RPIPC Chair Ben McMillan at the 27 Feb 2015 meeting of ECUS with Standing Committee Chairs.

4. **Question** One more question was raised from the floor regarding the intention to recognize part-time employees. Given the current wording, it was not clear to determine whether only full-time faculty and staff would be recognized. There will be efforts to seek clarification from the proposers (Leslie Pierce and Crystal Reeves) prior to further consideration.

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| <p>Recognition of Volunteers on University Senate Committees</p> <p>Susan Steele</p> | <p>Susan Steele had circulated a draft survey for volunteers serving on university senate committees. These volunteers include any member serving on a university senate committee who is not simultaneously serving on the university senate. The survey intent is to gather information on the preferences of these volunteers in receiving a wearable token of appreciation to parallel the university senate pin received by university senators. There were no suggested edits to the draft survey and Susan Steele indicated she would implement the survey as soon as was feasible.</p> | | <p>Susan Steele to implement the volunteer survey regarding wearable tokens of appreciation for service on university senate committees.</p> |
| <p>University Senate Recognitions</p> <p>Susan Steele</p> | <p><u>23 Jan 2015</u> <i>While university senate recognitions include pins for new university senators (awarded only once to an individual at the commencement of their first term of service as a university senator) and certificates to recognize the completion of a term of service as university senator, committee member, or officer, the conversation focused on the certificates. In particular, Susan Steele sought guidance on the logistics of certificate preparation from Lyndall Muschell who had ensured the preparation of certificates in 2013-14. The main points were that the office of the president had supplies (paper stock) and printing facilities while the graduate assistant had assisted with the preparation of the text for inclusion on the certificates using a mail-merge last year. Lyndall Muschell indicated that she could share the documentation and any template she had from last year.</i></p> | | <p><u>23 Jan 2015</u> <i>Susan Steele to ensure that certificates of recognition are prepared for 2014-15.</i></p> |

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| <p>2015-2016 Governance Calendar</p> <p>Susan Steele</p> | <p><u>23 Jan 2015</u> <i>Susan Steele noted that the preparation of the governance calendar was an executive committee function and invited a volunteer to serve as point for its preparation. Craig Turner volunteered. All present were agreeable to this appointment.</i> <i>There were concerns about the reception of regrets for university senate meetings in which it was stated that a college, department or other unit meeting was the reason for the regrets. This was deemed to be unfortunate. There was a desire to have as part of the campus culture the ideal that those scheduling meetings involving individuals participating in shared governance (serving on the university senate and/or its committees) should strive to select meeting times that do not conflict with meetings of university senate or its committees. A suggestion to seek support from the university president and provost in promoting this cultural practice was made and all present were in favor of doing this.</i> <i>The selection of a date for the 2015-2016 state of the university presidential address had been requested and it was noted that historically this date is determined by the university president and simply advertised (listed) on the governance calendar.</i></p> <p><u>27 Feb 2015</u></p> <p>1. <u>Circulated Drafts</u> A draft of the 2015-16 Governance Calendar had been circulated to the members of the Executive Committee via email prior to the meeting for their review. A number of dates to be advertised on the calendar had come in</p> | | <p><u>23 Jan 2015</u></p> <ol style="list-style-type: none"> 1. Craig Turner to prepare a draft of the 2015-16 governance calendar for review by members of the executive committee. 2. Susan Steele to obtain from President Dorman a date for the state of the university address for inclusion on the 2015-16 governance calendar. 3. Susan Steele to seek support from both President Dorman and Provost Brown to encourage the campus meeting planners to try to avoid scheduling meetings that would introduce conflicts for participants in meeting of university senate or its committees. <p><u>27 Feb 2015</u></p> <ol style="list-style-type: none"> 1. Craig Turner did prepare a draft of the 2015-16 governance calendar for review by members of the executive committee. 2. Susan Steele did obtain from President Dorman a date for the state of the university address for |
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| | <p>after that draft had been circulated. Thus a new draft (DRAFT 2) was circulated at the meeting with the most recently received dates included. These recently received dates included week of welcome events (new faculty orientation, Board of Regent meeting dates for only August, governance retreat, department meeting time, college meeting time, assessment day meetings, welcome back faculty breakfast, freshman convocation, and discussions of common reader), faculty contract start/end dates, the state of the university address and reception date, and the service recognition ceremony date. Craig Turner summarized these revisions to the committee members.</p> <p>2. Comparison Craig Turner provided a comparison between the draft 2015-16 governance calendar and the 2014-15 governance calendar. The 2015-16 calendar had 7 meetings each of university senate, university senate committees, and ECUS with standing committee chairs while the 2013-14 calendar had only six. As proposed, the organizational meetings of the 2016-17 university senate and its committees were separated by a calendar week rather than occurring on the same Friday as will be done this year. In the proposed draft, there are designated Department meetings rather than having only College meetings as is currently the case – this particular request had been made from the floor at the 13 Feb 2015 meeting of the university senate. <i>Note: While not explicitly noted at during the meeting, during the preparation of these</i></p> | | <p>inclusion on the 2015-16 governance calendar.</p> |
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| | <p><i>minutes it is also noted that as requested from the floor of the 13 Feb 2015 meeting of the university senate, the governance retreat and common book meetings do not conflict.</i></p> <p>3. Action A recommendation to remove the August Board of Regents meeting dates from this calendar was proposed and agreeable to those present noting that the Board of Regents meeting dates have not been included on this calendar historically. The draft 2015-2016 Governance Calendar was then adopted as amended.</p> | | |
| <p>SoCC Bylaws</p> <p>Susan Steele</p> | <p>22 Aug 2014 Susan Steele noted that at the 24 Apr 2014 meeting of the University Senate, revisions to the university bylaws pertaining to the Subcommittee on the Core Curriculum (SoCC) were recommended to President Dorman by the University Senate. This recommendation has not yet received action (approval, veto) by President Dorman as he desires additional information on a couple of the details: in particular the definition of the term teaching representative. As President Dorman had extended regrets and was unable to attend this meeting, consideration of this matter was postponed to a future meeting of ECUS or ECUS-SCC. 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.</p> <p>14 Nov 2014 Craig Turner indicated that the Subcommittee on the Core Curriculum (SoCC) under the leadership of its Chair Julia Metzker had discussed the concerns of President Dorman to the proposed changes to the bylaws. The concerns were two in number:</p> | | <p>22 Aug 2014 Susan Steele to ensure that this matter be taken up at a future meeting of ECUS or ECUS-SCC (as necessary).</p> <p>3 Oct 2014 One of the items in the Presiding Officer Report was an update on the SoCC bylaws. The interested reader is invited to see that report in the 3 Oct 2014 minutes for the details.</p> <p>23 Jan 2015 Susan Steele did ensure that this matter was taken up at meetings of ECUS or ECUS-SCC.</p> |

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| | <p><i>(1) a definition of teaching representative and (2) the eligibility and selection of SoCC Chair. Craig Turner went on to indicate that Julia Metzker had met with President Dorman and reached a compromise position on both issues and that Julia Metzker would be present at the 14 Nov 2014 3:30pm meeting of the Executive Committee with Standing Committee Chairs to share the details.</i></p> <p><u>23 Jan 2015</u> <i>This matter was considered at the 5 Dec 2014 meeting of the university senate and will be further considered (anticipating disposition) at the 13 Feb 2015 meeting of university senate</i></p> <p><u>27 Feb 2015</u> <i>This matter was recommended to President Dorman as Motion 1415.CAPC.003.B by the university senate at its 13 Feb 2015 meeting. This motion provides closure to university senate deliberation of this issue. The interested reader is invited to review the details available in the 13 Feb 2015 university senate minutes.</i></p> | | |
| <p>Electronic Presence of the University Senate</p> <p>Craig Turner</p> | <p><u>3 Oct 2014</u> <i>David Smith and Kelly Rickman of Enterprise Applications are revising the electronic presence of the university senate. Craig Turner is the university senate liaison for this initiative. David Smith, Kelly Rickman and Craig Turner met with Dr. Bryan Marshall, a faculty member in the College of Business who is the system administrator of the server that hosts the online senator database. Given the recent crash of this server which resulted in two years of lost data (this lost data has</i></p> | | |

been re-entered), the discussion focused on migrating the online senator database to a server maintained by Enterprise Applications. Bryan Marshall was both receptive and supportive of this migration. While there are a number of details that must be attended to prior to the actual migration, this migration is in progress.

14 Nov 2014

Craig Turner indicated that he had received the following information from David Smith and Kelly Rickman regarding the status of the recasting of the electronic presence of the university senate.

- 1. David Smith reported that the migration of the data from the online senator database has been completed and is now housed on his personal computer as well as backed up in another location.*
- 2. Kelly Rickman reported that the development of the front end of the online senator database – to request the various reports and to support access to these data by the user – is progressing and not yet complete.*
- 3. Kelly Rickman reported that the file repository is now complete and functional.*
- 4. David Smith has requested university server space for the recast of the university senate electronic presence. This request is presently under consideration.*

23 Jan 2015

Note: This report was not given orally at the meeting due to time constraints and inserted during the preparation of these minutes.

- 1. David Smith and Kelly Rickman of Enterprise Applications (under the leadership of James Carlisle) are the staff who are implementing the modifications to the electronic presence of the university senate.*
- 2. Progress is being made – though there are other projects requiring attention and taking priority from time to time.*
- 3. The latest action of note was the migration of the online senator database from a college of business server to a server maintained by the university information technology staff. This will be a more convenient place for this information and is a stop-gap measure while the new version of the online senator database is in preparation. The links to the online senator database have been updated on both the green page (us.gcsu.edu) as well as the senate.gcsu.edu sites and this migration should be seamless to any browser of the university senate web presence.*

27 Feb 2015

In consultation with David Smith of Enterprise Applications, the update on the electronic presence of the university senate was *Unfortunately, we have not made any progress on the university senate site worth reporting. We have all been pulled into helping the IT departments various initiatives for fall 2015.*

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| <p>At-Large Elected Faculty Senator Election</p> | <p><u>3 Oct 2014</u> <i>The implementation of at-large elected faculty senator elections is an ECUS function. The relevant university senate bylaw is provided below.</i></p> <p><i>John Swinton agreed to serve as point person for the at-large election to be held during the 2014-2015 academic year. In particular, he will draft an at-large election process for ECUS review at a future meeting.</i></p> <p><i>II.Section2.A.4. At-Large. The Executive Committee shall determine an election procedure and conduct the elections for each of the at-large elected faculty senator positions subject to the eligibility criteria and term of service specified in II.Section1.A.2 and the voting eligibility criteria specified in II.Section2.A.1. The results of such elections shall be announced to the University Community no later than March 1.</i></p> <p><u>23 Jan 2015</u> <i>The draft of the at-large election process that was prepared by John Swinton was reviewed by those present. In particular, this included review of the timeline (including nominations, eligibility confirmation, voting, reporting of the election results) as well as tiebreaker and replacement language. The draft was endorsed (as presented) by all who were present. The process charges the Chair of the Subcommittee on Nominations (John Swinton) to coordinate the implementation of the at-large election process.</i></p> | | <p><u>3 Oct 2014</u> <i>John Swinton to draft an at-large election process for ECUS review at a future meeting.</i></p> <p><u>23 Jan 2015</u></p> <ol style="list-style-type: none"> <i>John Swinton did draft an at-large election process for ECUS review.</i> <i>John Swinton to take point and ensure the at-large election process is implemented.</i> <p><u>27 Feb 2015</u></p> <ol style="list-style-type: none"> <i>John Swinton did take point and is ensuring that the at-large election process is being implemented as was reported in the Presiding Officer Elect report included in these minutes.</i> |
| <p>Internal Audit of Policies, Procedures and Practices</p> | <p><u>14 Nov 2014</u></p> | | |

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| <p>Manual (PPPM) and the University Senate Online Motion Database</p> <p>Susan Steele John R. Swinton Craig Turner</p> | <p><i>John R. Swinton and Craig Turner reported on the ongoing internal audit of the PPPM and the University Senate Online Motion Database by Julia Hann. In short, the report was that such an internal audit had been made and a meeting of Julia Hann, Provost Kelli Brown, Associate Provost Tom Ormond, Matthew Buchanan, Susan Steele, John R. Swinton, and Craig Turner had been scheduled for Wed 10 Dec 2014 at 3:00PM. At the meeting, more details will be shared and these details will subsequently be shared at a future meeting of Executive Committee. The preliminary information that had been provided by Julia Hann via email was distributed to Benjamin Davis and Lyndall Muschell to keep them in the information loop.</i></p> <p><u>27 Feb 2015</u></p> <p>As a follow-up to the 10 Dec 2014 meeting mentioned above in the deliberation of this item, Julia Hann prepared a final draft report and invited feedback (corrections, editions) and endorsement of the report (possibly as amended) from the executive committee. Susan Steele had circulated this draft report with the agenda. The following conversation points were raised during the committee review of this draft.</p> <ul style="list-style-type: none"> • What are the senate manuals being referenced in the draft? Might those be the university senate bylaws or the checklists (motion flow or proposal submission)? • Follow through for implementation with Enterprise Applications and the DoIT (Department of Instructional Technology) as the development of | | |
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| | <p>the university senate electronic presence (including a new version of the online motion database) is implemented will be a critical component of activity to support this initiative.</p> <ul style="list-style-type: none"> • How does one find the official policy on X (any topic)? • The PPPM (Policies, Procedures and Practices Manual) is partitioned into three areas of content (academic affairs, business operations, human resources) Key questions include <ul style="list-style-type: none"> ○ How do policies that are both recommended by university senate and approved by the university president get into the PPPM? ○ Shouldn't the implementer be selected as a position and not as the person holding a position? (e.g. Assign as implementer the Chief Academic Officer rather than the person holding that position. That way the individual holding the position will be able to access all motions for which the position is assigned as implementer.) ○ What does implementation mean? Shouldn't there be guidance offered from the university president on what actions comprise the implementation of a motion? | | |
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| | Following this discussion, the draft report from Julia Hann was endorsed (with no revisions) by those who were present. | | |
| (S)election/Appointee of University Senators Oversight John R. Swinton | <u>23 Jan 2015</u> <i>It was noted that the executive committee has the responsibility of oversight of the selection and election of university senators for the 2015-16 university senate. This includes the elected faculty senator elections of academic units (results due by 1 Feb 2015), the selection of staff senators (due by 1 Mar 2015), the selection of student senators (due by 31 Mar 2015), and presidential appointees (due by 7 Apr 2015). Lyndall Muschell asked John Swinton to contact the new dean of the college of education, who just started 1 Jan 2015, to bring him up to speed on the elected faculty senator elections expectations. John Swinton agreed to follow-up with deans and remind each that the elected faculty senator election results are due no later than 1 Feb 2015. John Swinton also agreed to follow up with staff council and student government association.</i> | | <u>23 Jan 2015</u> 1. John Swinton to remind deans of elected faculty senator results due. 2. John Swinton to work with staff council leadership to ensure the naming of selected staff senators for the 2015-16 university senate. 3. John Swinton to work with the leaders of the student government association to ensure the naming of selected student senators for the 2015-16 university senate. <u>27 Feb 2015</u> 1. John Swinton did remind deans of elected faculty senator results due. |
| University Senate Retreat Susan Steele | <u>23 Jan 2015</u> 1. Chair Susan Steele noted that it was time to begin work on planning the 2015 governance retreat. It was noted that the previous three governance retreat committees were chaired by the presiding officer elect. In light of this information, John Swinton agreed to chair the 2015 governance retreat planning committee. | | <u>23 Jan 2015</u> 1. John Swinton to chair the planning committee of the 2015 governance retreat. 2. Craig Turner to pencil in (on the governance calendar for 2015-16) the governance retreat |

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| | <p><i>Both Susan Steele and Lyndall Muschell agreed to share their notes as previous planners.</i></p> <p>2. <u>Invitees</u> <i>There was agreement to continue the practice of inviting all members of the 2015-16 university senate and/or its committees to attend the retreat.</i></p> <p>3. <u>Cancel or Continue</u> <i>While the attendance for 2014 was low and a suggestion to consider discontinuing the governance retreat was briefly entertained, it was ultimately recommended by all present to continue to have a governance retreat. Among the reasons for doing so were: it is a valuable tone-setting event that is a good fresh start to the university senate year and encourages participants to commit to service on the university senate and/or its committees.</i></p> <p>4. <u>Scheduling</u> <i>In recent years, the retreat has been scheduled during the week prior to the first day of fall classes and scheduled to not coincide with the university assessment day. The suggestion was to consider the Tuesday prior to the first day of fall 2015 classes. Craig Turner was asked to pencil the retreat in on this date on the 2015-16 governance calendar.</i></p> <p>5. <u>Venue</u> <i>In recent years the venue for the retreat has been Rock Eagle. A thorough search was made for venues a couple years back and while other sites that could accommodate a group of our size were identified, none were as affordable as Rock Eagle. The West Complex, while viable, is perceived to have the drawback of people popping in and out throughout the day due its proximity to the main</i></p> | | <p><i>on the Tuesday prior to the first day of fall 2015 classes.</i></p> <p><u>27 Feb 2015</u></p> <p>1. Craig Turner did pencil in (on the governance calendar for 2015-16) the governance retreat on the Tuesday prior to the first day of fall 2015 classes.</p> <p>2. John Swinton chairs this committee and did provide an update as found in the Presiding Officer Elect Report in these minutes.</p> |
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| | <p><i>campus. While the venue for the 2015 retreat is decidedly not yet selected, Rock Eagle is a frontrunner for the site at this time.</i></p> | | |
| <p>Editorial Revisions to the University Senate Bylaws</p> <p>Craig Turner</p> | <p><u>23 Jan 2015</u></p> <p><i>Earlier in the academic year, John Swinton noted an errant reference to the Subcommittee of Nominations (its current name) as the Committee on Nominations (its original name) in the university senate bylaws and brought this observation to the attention of Craig Turner. This ultimately triggered Craig Turner to review the bylaws more comprehensively for other matters in need of editorial revision. Craig Turner circulated a summary of this review to the other members of Executive Committee prior to this meeting. As the summary list was reviewed during the meeting, there was unanimous agreement that all the recommended revisions were editorial in nature. Further, those present were supportive of the adoption of all of the proposed editorial revisions. This is an authority (to adopt proposed editorial revisions to the university senate bylaws) the executive committee is given in the university senate bylaws. To comply with the university senate bylaws revisions process (for editorial revisions), the next and final step is to report the editorial revisions to the university senators at a university senate meeting. This will be done at the next meeting of university senate scheduled for 13 Feb 2015. A summary list of the editorial revisions is attached as a supporting document to these minutes.</i></p> | | <p><u>23 Jan 2015</u></p> <p>1. <i>Susan Steele to ensure the editorial revisions of the university senate bylaws adopted by the executive committee (ECUS) are reported to the university senate at its 13 Feb 2015 meeting.</i></p> <p><u>27 Feb 2015</u></p> <p>1. <i>Susan Steele did ensure the editorial revisions of the university senate bylaws adopted by the executive committee (ECUS) were reported to the university senate at its 13 Feb 2015 meeting.</i></p> |
| <p>VII. New Business</p> <p>Actions/Recommendations</p> | | | |

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| <p>USG Background Investigations Revisions (Steer)</p> <p>Susan Steele</p> | <p>Susan Steele had been requested to ensure that the USG Background Investigation Policy – recently amended – receives the appropriate attention of the university senate. This matter was steered for review and recommendations to the Resources, Planning and Institutional Policy Committee (RPIPC) by all members present at this meeting.</p> | | |
| <p>VIII. Next Meeting (Tentative Agenda, Calendar)</p> | | | |
| <p>1. Calendar</p> | <p>27 Mar 2015 @ 3:30pm Univ. Senate A&S 2-72 3 Apr 2015 @ 2:00pm Univ. Senate committees 3 Apr 2015 @ 3:30pm ECUS/SCC Parks 301</p> | | |
| <p>2. Tentative Agenda</p> | <p>Some of the deliberation today may have generated tentative agenda items for future ECUS and ECUS-SCC meetings.</p> | | <p>Susan Steele will ensure that such items (if any) are added to agendas of the appropriate ECUS and/or ECUS-SCC meetings.</p> |
| <p>IX. Adjournment</p> | <p>As there was no further business to consider, a <u>MOTION</u> <i>to adjourn the meeting</i> was made and seconded. <i>Note that a motion to extend the duration of this meeting long enough to complete deliberation on some agenda items was made, seconded and adopted at 3:10 pm.</i></p> | <p>The motion to adjourn was approved and the meeting adjourned at 3:32 pm.</p> | |

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 | | | | | | | | |
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| Meeting Dates | 08-22-14 | 10-03-14 | 11-14-14 | 01-23-15 | 02-27-15 | 04-03-15 | Present | Regrets | Absent |
| Kelli Brown <i>Provost</i> | P | R | R | R | P | | 2 | 3 | 0 |
| Ben Davis <i>EFS; Library</i> | P | P | P | P | P | | 5 | 0 | 0 |
| Steve Dorman <i>University President</i> | R | R | R | R | R | | 0 | 5 | 0 |
| Lyndall Muschell <i>EFS; CoE; ECUS Chair Emeritus</i> | P | P | P | P | R | | 4 | 1 | 0 |
| Susan Steele <i>EFS; CoHS; ECUS Chair</i> | P | P | R | P | P | | 4 | 1 | 0 |
| John Swinton <i>EFS; CoB; ECUS Vice-Chair</i> | P | P | P | P | P | | 5 | 0 | 0 |
| Craig Turner <i>EFS; CoAS; ECUS Secretary</i> | P | P | P | P | P | | 5 | 0 | 0 |
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