

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

MEETING DATE & TIME: 3 APRIL 2015; 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: Jordan Cofer (USG Executive Leadership Institute (ELI) Shadow of President Dorman visiting from Abraham Baldwin Agricultural College) Tom Ormond (Senior Associate Provost) Carter Shadden (Graduate Assistant of the 2014-2015 University Senate)							
	<i>Italicized text denotes information from a previous meeting.</i>						
	*Denotes new discussion on old business.						

AGENDA TOPIC	DISCUSSIONS & CONCLUSIONS	ACTION OR RECOMMENDATIONS	FOLLOW-UP {including dates/responsible person, status (pending, ongoing, completed)}
I. Call to order	The meeting was called to order at 2:05 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 minutes of the 27 Feb 2015 meeting of the Executive Committee was made and seconded. A draft of these minutes had been circulated to the meeting	The 27 Feb 2015 Executive Committee minutes were approved as posted, so no additional action was required.	

	attendees via email with no revisions offered. Thus, the minutes had been posted (as circulated) to the minutes.gcsu.edu site.		
IV. Reports	Reports from each elected faculty senator were invited by Susan Steele.		
Provost Report	<ol style="list-style-type: none"> 1. <u>Major/Minor Task Force</u> Requesting a University Senate representative for a newly formed Task Force on Minors and Double Majors. 2. <u>Committee Registry</u> Following a meeting with Presiding Officer Susan Steele and President Dorman, it was decided a database of sorts of non-University Senate standing committees within each VP area of the university will be created. The information to be included is name of standing committee, charge of standing committee, and committee members by title. This information will be appropriately placed on the university website to be accessed by faculty, staff and students as well as external community members. Each VP area will be responsible for updating. Also to be included are groups within each area (i.e., Cabinet, Academic Leadership Team). The plan is to have the website in place by fall 2015. 		
Presiding Officer Report Susan Steele	<ol style="list-style-type: none"> 1. Susan Steele had disseminated to the university community via the frontpage email digest the reports Provost Brown and President Dorman delivered to the university senate at its 27 Mar 2015 		

	<p>meeting. This was the first time these reports were disseminated in advance of the meeting minutes in an attempt to get the information to the university community in a more timely manner. Both President Dorman and Provost Brown had authorized the dissemination of their reports in this manner.</p> <ol style="list-style-type: none"> 2. Susan Steele expressed appreciation for the faculty who had met on 25 Mar 2015 with a visiting Regent from the Board of Regents. Each of the colleges were represented and the conversation was productive. 3. Susan Steele had surveyed the volunteers serving on university senate committees as to whether a wearable token of appreciation (like the university senate pin for university senators) was desired. The consensus opinion of the survey respondents was that no wearable token of appreciation was necessary. This feedback closed the consideration of establishing a practice to provide wearable tokens of appreciation to volunteers, realizing that of course this matter could be revisited in the future. 4. Susan Steele provided an update on the university senate budget. She indicated that there was about \$600 worth of requests that had not yet paid out. Even after that, she noted that there would be a sufficient balance in the account to finance some of 		
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	<p>the retreat materials as well as stock up on copies of the 11th edition of the <i>AAUP (American Association of University Professors) Redbook</i>. These <i>Redbooks</i> would be doled out in future years in a manner to be determined by leaders of the future university senate(s). As a point of context, AAUP Redbooks had been given in some of the previous years (not annually) at the discretion of the university senate leadership as a token of appreciation to ECUS members and some or all of the committee officers. This may become a more regular practice given that the 11th edition was just published in December 2014 as part of the centennial celebration of the founding of the AAUP.</p>		
Past Presiding Officer Report Lyndall Muschell	<p>Lyndall Muschell indicated that she had nothing to report as Past Presiding Officer.</p>		
Presiding Officer Elect Report John Swinton	<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>Committee Preference Surveys</u> The Qualtrics committee preference surveys are done. I have an initial slate for Subcommittee on Nominations review and university senate confirmation once I fill out the SoCC assignments. I do not have a COHS person, a LIB person, an A2 person or a GC1Y person. 		

	<p>2. <u>University Senate Officers</u> We had seven nominations for presiding officer elect (spreadsheet). All have been contacted and have confirmed whether they have accepted the nomination or not (four declining, one acceptance, two maybes meaning accept if no other viable candidates identified). There was one nominee receiving multiple nominations for secretary and that nominee has accepted the nomination.</p> <p>3. <u>Bylaws</u> Need to consider bylaws change to align years of service qualification for eligibility to serve as an elected faculty senator with the university senate and academic year contract calendars. As is presently stated, there have been different interpretations (i.e. there's ambiguity). The particular section in need of revision consideration is the last sentence of Article II.Section1.A.2.</p> <p>and as Governance Retreat Planning Committee Chair</p> <p>1. <u>Committee Members</u> Five individuals (Macon McGinley, Lyndall Muschell, Barbara Roquemoire, Susan Steele, Craig Turner) have volunteered to serve on the governance retreat planning committee.</p> <p>2. <u>Date</u> The 2015 Governance Retreat is scheduled for 9:00am to 4:00pm on Tuesday 11 Aug 2015.</p> <p>3. <u>Site</u> The location for the 2015 Governance Retreat will be Rock Eagle. I have made the inquiry. I sent the forms to Susan and I think I am waiting for confirmation that we send some money to reserve the space.</p> <p>4. <u>Invitees</u> The invitees for the 2015 governance retreat will be all members of</p>		
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	<p>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.</p> <p>5. Surveys 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> <p>6. Agenda Another next task is to create a tentative agenda. This agenda will be informed by feedback on the recent surveys of volunteers and elected faculty senators as well as information shared in the retreat section of the 2014-15 committee annual reports.</p>		
<p>Secretary Report</p> <p>Craig Turner</p>	<p><u>14 Nov 2014</u></p> <p>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 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</i></p>		<p><u>14 Nov 2014</u></p> <p>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 leave during Spring 2015) would like to be represented during the Spring 2015 semester.</i></p> <p>2. <i>Susan Steele to ensure that the recently hired Chief Human Resources</i></p>

	<p><i>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.</i></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><i>II. Section I.B.</i></p> <p><i>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><i>To initiate this process the individual or proxy (i.e., colleges/library, 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</i></p>		<p><i>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.</i></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 Resources Officer Leslie Pierce is aware of the need for a verification list to be circulated by Human Resources as part of</p>
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	<p>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.</p> <p>3. <u>Service Recognition Policy</u> 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</p> <p>The Office of Human Resources and Employee Relations shall be responsible for identifying employees to be recognized based on the eligible service criteria.</p> <ul style="list-style-type: none"> • Employees shall be recognized at the Service Recognition Ceremony that next occurs after they reach the specified years of eligible service. • 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 		<p>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.</p> <p>3. 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.</p> <p>4. 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 by the presiding officer of the university senate via the FrontPage digest email system.</p>
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	<p><i>immediately to the Office of Human Resources and Employee Relations.</i></p> <ul style="list-style-type: none"> • <i>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.</i> <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. <u>Communication</u> <i>Craig Turner offered for consideration of those present a suggestion that the reports to the university senate from the university 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</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><u>27 Feb 2015</u></p> <p>1. <i>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 university community (in advance of minutes being posted) the</i></p>
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	<p>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.</p> <p>a. <u>Concern</u> 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 rather than flowing through the administrative chain.</p> <p><u>23 Jan 2015</u></p> <p>1. <u>Committee Registry</u> Craig Turner shared a copy of Motion 0708.EC.003.R, a resolution from 2007-08 regarding the</p>		<p>president's report to the university senate.</p> <p>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.</p> <p><u>3 Apr 2015</u></p> <p>1. Susan Steele did meet 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 did also formally seek and secure permission from President Dorman to</p>
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	<p><i>desire to maintain a registry of university-wide committees. Specifically the motion text reads as follows</i></p> <p><i>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</i></p> <ol style="list-style-type: none"> <i>1. provides appropriate information, including but not limited to membership rosters, committee charge, and committee meeting minutes,</i> <i>2. is accessible to members of the university community, and</i> <i>3. is periodically reviewed to determine the activity status of each committee.</i> <p><i>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</i></p>		<p>circulate to the university community (in advance of minutes being posted) the president's report to the university senate.</p> <ol style="list-style-type: none"> 2. Susan Steele has now implemented a survey to volunteers (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.
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	<p>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.</p> <p>2. <u>Administrative Report Circulation</u> 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.</p> <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</p>		
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	<p><i>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.</i></p> <p>4. <u>Minutes Cleanup</u> <i>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).</i></p> <p><u>27 Feb 2015</u> Craig Turner indicated that he had nothing to report as University Senate Secretary.</p> <p><u>3 Apr 2015</u> Craig Turner indicated that he had nothing to report as University Senate Secretary.</p>		
Library Senator Report Ben Davis	Ben Davis indicated that he had nothing to report as Library Senator.		

V. Information Items Actions/Recommendations			
Faculty/Staff Celebration	Provost Brown reminded attendees of the faculty and staff celebration of excellence slated for 9:00 am in Russell Auditorium on Thursday 16 Apr 2015.		
Governance Calendar Susan Steele	<ol style="list-style-type: none"> 1. <u>Campus Resources</u> With the assistance of our Chief Information Officer Bob Orr, we have been able to add a link to the Governance Calendars to the list of links to Campus Resources within Unify. 2. <u>iCal and Outlook Versions</u> Our graduate assistant Carter Shadden has attempted (to this point unsuccessfully) to populate the iCal and Outlook versions of the 2015-2016 Governance Calendar. Given that Carter Shadden is resigning as graduate assistant of the university senate effective 10 Apr 2015, Craig Turner has agreed to continue these efforts. 		
Graduate Council Bylaws Senior Associate Provost Ormond and Provost Brown	<p><u>27 Feb 2015</u></p> <p><i>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 invited by Senior Associate Provost Tom Ormond. A number of suggestions and observations were offered including but not limited to</i></p> <ul style="list-style-type: none"> • <i>a suggestion to use the term Director of Graduate Studies as a replacement for</i> 		

	<p><i>Senior Associate Provost or 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 Director of Graduate Studies</p> <ul style="list-style-type: none"> • <i>In section IV.A.c, the use of the phrase up to two would allow 0, 1, or 2 and some phrasing equivalent to at least one and at most two is perhaps what is intended</i> • <i>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</i> • <i>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.</i> • <i>It was noted that there is intentionality to review the bylaws at least annually built into the current draft.</i> • <i>As currently drafted, some were reading the consideration of graduate curricular matters to sidestep CAPC (Curriculum and Assessment Policy</i> 		
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	<p><i>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.</i></p> <ul style="list-style-type: none"> <i>• 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.</i> <i>• In IV.D, can't have both two-year terms of service and one-third replaced each year – either need three-year terms and one-third OR two-year terms and one-half.</i> <i>• In IV.D, the use of the term appointments may not be consistent with the suggested election insertion into section IV.A.c.</i> <i>• In Article IX, a two-third vote should be a two-thirds vote (add an “s” to the word third)</i> <p><i>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.</i></p> <p><u>3 Apr 2015</u></p>		
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	<p>Director of Graduate Studies Tom Ormond was attending as a guest and had incorporated into the draft graduate council bylaws all of the suggestions offered at the 27 Feb 2015 ECUS meeting. Prior to this (3 Apr 2015 ECUS) meeting, Tom Ormond had circulated the latest draft of the graduate council bylaws and again welcomed any suggestions for editions to the draft. There was one minor suggestion of <i>shall</i> replacing a <i>will</i> (one will had slipped through when the find/replace of <i>will</i> to <i>shall</i> had been made.) in Article VIII. Tom Ormond reiterated his appreciation for the editorial suggestions received at the 27 Feb 2015 ECUS meeting as well as those he had received via email since that session and is delighted for the iterative editorial process that has served to tighten up and improve the draft of the graduate council bylaws. The clause requiring annual review of these bylaws by the Graduate Council remains in the draft and is intended to continue this iterative maintenance and development of these bylaws.</p> <p>Tom Ormond indicated that it's desirable to implement the Graduate Council sooner rather than later and that the domain of the proposed Graduate Council is broader than graduate curriculum and also embraces best practices and welfare of the graduate programs including graduate faculty and graduate students. A rather lengthy list of graduate student welfare issues has been provided by the Student</p>		
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	<p>Government Association and will be among the first agenda items for the budding council. A brief history of the emergence of SoCC as a university senate committee was offered indicating that prior to being incorporated as a university senate subcommittee of CAPC, SoCC had been called the University Curriculum Committee (UCC) and had been realized for one year as an administrative committee advisory to the Provost (then Dr. Sandra Jordan) and then realized for one year as an ad hoc committee of university senate reporting to CAPC to test-drive the committee (with the name UCC) before formally proposing the revising of the university senate bylaws. This test-drive was well-received and it (SoCC) was indeed added formally into university senate bylaws as a subcommittee of CAPC. It was also noted that the first year of the university senate (2002-2003), the body was called the interim university senate and educated the university community on its pending arrival as a governance body in 2003-2004 and drafted its bylaws. Tom Ormond liked the idea of mimicking these approaches and being intentional with the implementation of the graduate council. The members of ECUS were supportive of drafting a resolution for university senate consideration at its 24 Apr 2015 meeting of endorsing the proposed intentional process by which the graduate council will likely emerge. Susan Steele agreed</p>		
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	<p>to take point on the drafting of this resolution. There was encouragement from ECUS members to establish the (interim) graduate council. At the time of the meeting, Tom Ormond indicated that it would be likely that the current graduate coordinators would be invited to populate the interim graduate council for the test-drive year.</p> <p>Tom Ormond indicated that there will be some revisions to the bylaws of each of the colleges (CoAS, CoB, CoE, CoHS) to include language referencing the graduate council role within the college and its governance.</p> <p>In addition, the curricular review process of graduate curriculum will incorporate a review by the graduate council into existing curricular review processes.</p> <p>Tom Ormond indicated that Susan Steele is serving as point for a task force consisting of himself and a faculty member from each college to draft a policy relating to curriculum review. The scope and details of the policy are still being worked out as Susan Steele has just started to pull some of the pieces (USG and BoR policy, existing language from the GC Policies, Procedures, and Practices Manual (PPPM), CAPC guidelines, etc.) together. The hope is to have a draft of the policy ready for submission to the 2015-2016 ECUS for steering (likely to the 2015-2016 CAPC) during the Fall 2015 semester (ideally early in the semester). Informally the policy is intended</p>		
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	<p>to provide a one-stop shop for university curriculum review being mindful to respect the existing review processes within departments and colleges of curriculum. <i>Note: During the preparation of these minutes, the membership of this task force has been finalized (as tentative members agreed to serve) and the membership is Tom Ormond, Susan Steele (CoHS), Stephen Wills (CoE), Lynn Hanson (CoB) and Craig Turner (CoAS).</i></p> <p>As this was the final scheduled meeting of ECUS for the 2014-15 academic year, this brought closure to the 2014-2015 ECUS deliberation of the graduate council bylaws.</p>		
<p>AAUP Redbooks (11th Edition) Purchase Any?</p> <p>Craig Turner</p>	<p><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></p> <p><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></p> <p><u>3 Apr 2015</u> During the discussion of the university senate budget during the Presiding Officer Report of this (3 Apr 2015 ECUS) meeting, the members of ECUS were supportive of using some of the</p>		<p><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></p> <p><u>27 Feb 2015</u> <i>Susan Steele placed this item on the tentative agenda of the 27 Feb 2015 ECUS/SCC meeting</i></p>

	remaining university senate budget dollars to purchase (11 th edition) <i>AAUP Redbooks</i> . The exact number of <i>Redbooks</i> to be ordered was left to the discretion of Susan Steele who was invited to consult with other ECUS members as she deemed appropriate. This discussion brings closure to the 2014-15 ECUS consideration of this matter.		
VI. Unfinished Business Review of Action & Recommendations, Provide updates (if any) to Follow-up			
Service Recognition Policy Changes Susan Steele	<p><u>27 Feb 2015</u></p> <p>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.</p> <p>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</p> <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</p>		

	<p><i>President's Office to Human Resources.</i></p> <p><i>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.</i></p> <p>3. <u>Next Step</u> <i>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 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</i></p>		
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	<p><i>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.</i></p> <p>4. <u>Question</u> <i>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.</i></p> <p><u>3 Apr 2015</u></p> <p>1. At the 27 Feb 2015 meeting of executive committee with standing committee chairs, Ben McMillan authorized permission from RPIPC to offer the university senate the option to consider the Service Recognition Policy revisions as a <i>committee of the whole</i></p>		
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	<p>at its 27 Mar 2015 meeting (foregoing the usual committee review process).</p> <ol style="list-style-type: none"> 2. The question clarifying the intent to recognize part-time employees was brought to the attention of Crystal Reeves and language was modified to more clearly articulate the eligibility for service recognition. 3. The interested reader is invited to read the minutes of the 27 Mar 2015 meeting of the university senate to see the deliberation details. In short, the university senate elected to act as a <i>committee of the whole</i> and adopted the proposed revisions. 4. This information brings closure to the 2014-2015 ECUS consideration of this matter. 		
<p>Recognition of Volunteers on University Senate Committees</p> <p>Susan Steele</p>	<p><u>27 Feb 2015</u></p> <p><i>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.</i></p>		<p><u>27 Feb 2015</u></p> <p><i>Susan Steele to implement the volunteer survey regarding wearable tokens of appreciation for service on university senate committees.</i></p> <p><u>3 Apr 2015</u></p> <p>Susan Steele did implement the volunteer survey regarding wearable tokens of appreciation for service on university senate committees.</p>

	<p><u>3 Apr 2015</u></p> <p>Susan Steele had provided the responses to this survey via email to the members prior to the meeting. The virtually unanimous response was that no token of appreciation was deemed necessary. The members of the executive committee agreed that this brought resolution to this consideration and agreed to not establish the practice of awarding wearable tokens of appreciation to volunteers at this time noting this proposal could always be revisited in the future. This discussion brings closure to the 2014-2015 ECUS consideration of this matter.</p>		
<p>University Senate Recognitions</p> <p>Susan Steele</p>	<p><u>23 Jan 2015</u></p> <p><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</i></p>		<p><u>23 Jan 2015</u></p> <p><i>Susan Steele to ensure that certificates of recognition are prepared for 2014-15.</i></p> <p><u>3 Apr 2015</u></p> <p>Susan Steele did ensure that certificates of recognition were prepared for 2014-15.</p>

	<p><i>that she could share the documentation and any template she had from last year.</i></p> <p><u>3 Apr 2015</u> Susan Steele reported that certificates of recognition were prepared by Carter Shadden under her guidance and are now awaiting a signature by President Dorman. Some of the certificates will be distributed at the 24 Apr 2015 meeting of university senate. Any that can't be distributed at that meeting will be hand delivered to the recipients. This discussion brings closure to the 2014-2015 ECUS consideration of this matter.</p>		
<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></p> <p><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></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

	<p><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> <ol style="list-style-type: none"> 1. <u>Circulated Drafts</u> <i>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 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.</i> 2. <u>Comparison</u> <i>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</i> 		<p><i>participants in meeting of university senate or its committees.</i></p> <p><u>27 Feb 2015</u></p> <ol style="list-style-type: none"> 1. <i>Craig Turner did prepare a draft of the 2015-16 governance calendar for review by members of the executive committee.</i> 2. <i>Susan Steele did obtain from President Dorman a date for the state of the university address for inclusion on the 2015-16 governance calendar.</i> <p><u>3 Apr 2015</u></p> <ol style="list-style-type: none"> 1. <i>Susan Steele did 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.</i>
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	<p>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. Note: While not explicitly noted at during the meeting, during the preparation of these 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.</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><u>3 Apr 2015</u> Since the 27 Feb 2015 meeting of ECUS, the 2015-2016 governance calendar has been posted to the university senate websites – both at the green page http://us.gcsu.edu and http://senate.gcsu.edu by Craig Turner. In addition, Craig Turner advertised its availability by email to ECUS members and to the members of the 2014-2015 university</p>		
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	senate on 2 Mar 2015 with encouragement to distribute the information of this availability with others as the recipients deemed appropriate. This update brings closure to the 2014-2015 ECUS consideration of this matter.		
Electronic Presence of the University Senate Craig Turner	<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 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.</i></p> <p><u>14 Nov 2014</u> <i>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.</i></p> <ol style="list-style-type: none"> <i>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</i> 		

	<p>computer as well as backed up in another location.</p> <ol style="list-style-type: none"> 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. <p><u>23 Jan 2015</u></p> <p><i>Note: This report was not given orally at the meeting due to time constraints and inserted during the preparation of these minutes.</i></p> <ol style="list-style-type: none"> 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 		
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	<p><i>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.</i></p> <p><u>27 Feb 2015</u> <i>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.”</i></p> <p><u>3 Apr 2015</u> <i>In consultation with David Smith of Enterprise Applications, the text of the update on the electronic presence of the university senate is provided here.</i> <i>Kelly (Rickman) has been able to knock a few issues off the list.</i> <ul style="list-style-type: none"> • <i>Installed security updates and patches</i> • <i>Pages migrated from senate.gcsu.edu to new site</i> • <i>Organized and Imported senator term record data (Needs some manual cleaning. There were some fields that could not be imported directly, and some of the data has inconsistent formatting)</i> • <i>Created searchable senator directory with pictures: (using placeholder</i> </p>		
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	<p><i>images. I still need to copy over the photos from the old system and map them to the correct users):</i> https://eadev1.gcsu.edu/senate-members/picture-directory</p> <ul style="list-style-type: none"> • <i>Updated searchable senator directory (table with no pictures):</i> https://eadev1.gcsu.edu/senate-members/table-directory • <i>Created “Senator Profile” display that lists Senator info and shows all terms served (When you click on a senator in the directory you see their profile page):</i> https://eadev1.gcsu.edu/senate-member/kay-anderson <p><i>Thanks for keeping in touch</i> This update brings closure to the 2014-2015 ECUS consideration of this matter.</p>		
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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> <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> <p><u>27 Feb 2015</u> <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>
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	<p><u>3 Apr 2015</u> Chavonda Mills was elected as the at-large elected faculty senator with 2015-2018 term of service. This update brings closure to the 2014-2015 ECUS consideration of this matter.</p>		
<p>Internal Audit of Policies, Procedures and Practices Manual (PPPM) and the University Senate Online Motion Database</p> <p>Susan Steele John R. Swinton Craig Turner</p>	<p><u>14 Nov 2014</u> <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> <i>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.</i></p>		

	<ul style="list-style-type: none"> • <i>What are the senate manuals being referenced in the draft? Might those by the university senate bylaws or the checklists (motion flow or proposal submission)?</i> • <i>Follow through for implementation with Enterprise Applications and the DoIT (Department of Instructional Technology) as the development of 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.</i> • <i>How does one find the official policy on X (any topic)?</i> • <i>The PPPM (Policies, Procedures and Practices Manual) is partitioned into three areas of content (academic affairs, business operations, human resources) Key questions include</i> <ul style="list-style-type: none"> ○ <i>How do policies that are both recommended by university senate and approved by the university president get into the PPPM?</i> ○ <i>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</i> 		
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	<p><i>motions for which the position is assigned as implementer.)</i></p> <ul style="list-style-type: none"> ○ <i>What does implementation mean? Shouldn't there be guidance offered from the university president on what actions comprise the implementation of a motion?</i> <p><i>Following this discussion, the draft report from Julia Hann was endorsed (with no revisions) by those who were present.</i></p> <p><u>3 Apr 2015</u></p> <p>A recommendation for the 2015-2016 ECUS to follow up on this item was added to the 2014-2015 ECUS committee annual report. This action brings closure to the 2014-2015 ECUS consideration of this matter.</p>		
<p>(S)election/Appointee of University Senators Oversight</p> <p>John R. Swinton</p>	<p><u>23 Jan 2015</u></p> <p><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</i></p>		<p><u>23 Jan 2015</u></p> <ol style="list-style-type: none"> <i>1. John Swinton to remind deans of elected faculty senator results due.</i> <i>2. John Swinton to work with staff council leadership to ensure the naming of selected staff senators for the 2015-16 university senate.</i> <i>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.</i>

	<p><i>Swinton also agreed to follow up with staff council and student government association.</i></p> <p><u>3 Apr 2015</u> As SCoN Chair, John R. Swinton is taking point to ensure that the slate of nominees for the officers and committees of the 2015-2016 university senate is completed for 2015-2016 university senate consideration at its 1 May 2015 organizational meeting. This update brings closure to the 2014-2015 ECUS consideration of this matter.</p>		<p><u>27 Feb 2015</u> 1. John Swinton did remind deans of elected faculty senator results due.</p> <p><u>3 Apr 2015</u> 1. John Swinton did work with staff council leadership to ensure the naming of selected staff senators for the 2015-16 university senate. 2. John Swinton did work with the leaders of the student government association to ensure the naming of selected student senators for the 2015-16 university senate.</p>
<p>University Senate Retreat</p> <p>Susan Steele</p>	<p><u>23 Jan 2015</u> 1. <u>Chair</u> 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. Both Susan Steele and Lyndall Muschell agreed to share their notes as previous planners. 2. <u>Invitees</u> There was agreement to continue the practice of inviting all members of the</p>		<p><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 on the Tuesday prior to the first day of fall 2015 classes.</p> <p><u>27 Feb 2015</u></p>

	<p>2015-16 university senate and/or its committees to attend the retreat.</p> <p>3. <u>Cancel or Continue</u> 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.</p> <p>4. <u>Scheduling</u> 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.</p> <p>5. <u>Venue</u> 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 campus. While the venue for the 2015 retreat is decidedly not yet selected, Rock Eagle is a frontrunner for the site at this time.</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><u>3 Apr 2015</u> As Governance Retreat Planning Committee Chair, John R. Swinton has routinely been providing updates as part of his Presiding Officer Elect (POE) report to ECUS. See his POE report above for the latest updates on the retreat planning. This brings closure to the 2014-2015 ECUS consideration of this matter.</p>		
<p>VII. New Business Actions/Recommendations</p>			

University Senate Budget	Susan Steele provided an update on the university senate budget as part of her Presiding Officer report to ECUS. See this report in these minutes (above) for the latest information on this topic.		
2014-2015 ECUS Annual Report Susan Steele	<p>Susan Steele distributed a first draft of the committee annual report for the 2014-2015 ECUS to its membership prior to this meeting. Craig Turner had responded to the entire membership with some suggested editorial revisions. The suggested revisions were accepted by those present and the following were conversation points:</p> <ul style="list-style-type: none"> • In the Executive Summary, the second bulleted item under Tasks Requiring Follow-up the phrase <i>all search committees</i> was amended to <i>all appropriate search committees</i> • In the Executive Summary, the second to the last bulleted item under Recurring Activities of ECUS the members of the governance retreat committee should include Macon McGinley, Lyndall Muschell, Barbara Roquemoire, Susan Steele, and Craig Turner with committee chair John R. Swinton. <p>Susan Steele indicated she would provide ECUS another draft of the report prior to its due date (of Mon 27 Apr 2015) to provide the membership another opportunity to review the committee annual report and provide feedback and editorial suggestions.</p>		
VIII. Next Meeting (Tentative Agenda, Calendar)			

1. Calendar	24 Apr 2015 @ 3:30pm Univ. Senate A&S 2-72 1 May 2015 @ 2:00pm Organizational Meetings of the 2015-2016 University Senate and its committees		
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 communicated to John R. Swinton (possibly via the 2014-2015 ECUS Annual Report) so that they might be (if necessary) added to agendas of the appropriate ECUS and/or ECUS-SCC meetings.
IX. Adjournment	As there was no further business to consider, a <u>MOTION</u> to adjourn the meeting was made and seconded..	The motion to adjourn was approved and the meeting adjourned at 3:15 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 <i>Provost</i>	P	R	R	R	P	P	3	3	0	
Ben Davis <i>EFS; Library</i>	P	P	P	P	P	P	6	0	0	
Steve Dorman <i>University President</i>	R	R	R	R	R	R	0	6	0	
Lyndall Muschell <i>EFS; CoE; ECUS Chair Emeritus</i>	P	P	P	P	R	P	5	1	0	
Susan Steele <i>EFS; CoHS; ECUS Chair</i>	P	P	R	P	P	P	5	1	0	
John Swinton <i>EFS; CoB; 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	