

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

MEETING DATE & TIME: 4 SEPTEMBER 2015; 2:00 –3:15

MEETING LOCATION: 301 PARKS ADMINISTRATION BUILDING

ATTENDANCE:

MEMBERS	“P” denotes Present, “A” denotes Absent, “R” denotes Regrets
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R	Kelli Brown (Provost)	P	Lyndall Muschell (CoE, ECUS Member)
R	Jolene Cole (Library; ECUS Member)	P	Susan Steele (CoHS, ECUS Chair Emeritus)
P	Steve Dorman (University President)	P	John R. Swinton (CoAS, ECUS Chair)
P	Chavonda Mills (CoAS, ECUS Vice-Chair)	P	Craig Turner (CoAS, ECUS Secretary)

GUESTS: Costas Spirou (Interim Associate Provost)

<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 2:00 pm by John R. Swinton (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	As this was the first ECUS meeting of the academic year, there were no draft minutes to approve.	.	
Election of ECUS Secretary	John R. Swinton facilitated the election of a secretary for the 2015-16 ECUS. A nomination and second for Craig Turner was made from the floor. No other nominations were made.		

	Craig Turner was elected to be the secretary of the 2015-16 ECUS.		
IV. Reports	Reports from some elected faculty senators were invited by John R. Swinton.		
Presiding Officer Report John R. Swinton	We have a university senate budget - details to be provided later in the meeting.		
Past Presiding Officer Report Susan Steele	As Susan Steele was not yet in attendance of the meeting at the time this report came up on the agenda, there was no Past Presiding Officer report.		
Presiding Officer Elect Report Chavonda Mills	The next meeting of the University System of Georgia Faculty Council (USGFC) is scheduled for 31 Oct 2015 and will be hosted by Armstrong State University. Tentative agenda items include: <ul style="list-style-type: none"> • Follow up on salary resolution • Faculty salaries • AAUP (American Association of University Professors) • Shared Governance • Healthcare updates and • Other fiscal matters such as funding for faculty travel and development. I request that suggestions for additional agenda items be forwarded to me by 28 Sep 2015.		
Secretary Report Craig Turner	Craig Turner indicated that he had nothing to report as University Senate Secretary.		
Library Senator Report Jolene Cole	As Jolene Cole had extended regrets and was unable to attend the meeting, there was no report from the Library Senator.		
V. Information Items Actions/Recommendations			

<p>Department Name Change</p> <p>John R. Swinton</p>	<p>One of the supporting documents articulated support from College of Arts and Sciences Dean Ken Procter of a proposal from Department Chair Karen Berman of a name change of the Theatre Department to the Department of Theatre and Dance. This was shared as an information item.</p>		
<p>Creation of New Department</p> <p>John R. Swinton</p>	<p>One of the supporting documents articulated support from College of Arts and Sciences Dean Ken Procter of a proposal from Program Coordinator Sunita Manian of a proposed designation change of the Philosophy and Liberal Studies program to the Department of Philosophy and Liberal Studies. This program already has an administrative assistant and it is proposed that the coordinator title become department chair. This was shared as an information item.</p> <p>There was a philosophical discussion on the lack of an existing policy/procedure for a group requesting or garnering status as an academic department. In some cases, the cost of department status may require allocation of resources (such as funding for a department chair position and/or an administrative assistant position and/or an operating budget, etc.). That was not the case in the current proposal. While there was a concern of the lack of a policy/procedure for requesting or garnering academic department status, there was no formal recommendation regarding the establishment of such a policy/procedure. It</p>		

	<p>was noted that there is an existing task force authorized by President Dorman working on taxonomy and nomenclature and bringing consistency to the naming of units on campus such as division, department, etc. and noting that this task force may not be considering policy/procedure for the establishment of such units.</p>		
<p>University Senate Budget John R. Swinton</p>	<p>The university senate has an operating budget of \$5000 per annum. The expenses of the 2015 governance retreat (bus transit, retreat print materials, facilities use of Rock Eagle, etc.) have been paid. The current balance is \$2667.30.</p> <p>A question about the existence of a foundations account in the amount of \$500 per annum was posed by the previous two university senate presiding officers (Susan Steele and Lyndall Muschell). ECUS Secretary Craig Turner confirmed that a foundation account (\$500) had been documented in the executive committee minutes for the two previous years. John R. Swinton indicated that Monica Starley had indicated to him that there was no foundation account for the university senate for 2015-2016. John R. Swinton was encouraged to clarify this information with Monica Starley and other appropriate budget personnel (if necessary) as the previous two university senate presiding officers recalled that such an account existed under their terms.</p>		<p>John R. Swinton to check with Monica Starley and other appropriate budget personnel (if necessary) on the existence of a foundation account (\$500) for the university senate.</p>
<p>VI. Unfinished Business Review of Action & Recommendations, Provide updates (if any) to Follow-up</p>			

<p>ECUS Operating Procedures</p> <p>John R. Swinton</p>	<p>John R. Swinton reminded committee members that at the ECUS committee session of the governance retreat, the committee had agreed to adopt the operating procedures from the 2014-15 ECUS. These proposed operating procedures were now available in print for committee review. Two editorial suggestions were offered and accepted by the committee:</p> <ol style="list-style-type: none"> 1. Replace <i>susan.steele@gcsu.edu</i> with <i>john.swinton@gcsu.edu</i> in the sentence detailing regrets notification under <i>Communication</i>. 2. .Change the adoption date from <i>08/15/2015</i> to <i>09/04/2015</i>. <p><i>During the preparation of these minutes, it is noted that additional editorial modifications may be necessary:</i></p> <ol style="list-style-type: none"> (1) <i>to replace 2014-2015 with 2015-2016 in the title preceding ECUS Operating Procedures and</i> (2) <i>replace “Endorsed by 2014-15 ECUS at its 08/22/2014 meeting” with “Endorsed by 2015-16 ECUS at its 09/04/2015 meeting”</i> 	<p>The committee adopted the 2014-15 ECUS operating procedures as amended to be the 2015-16 ECUS operating procedures.</p>	<p>John R. Swinton to ensure that these 2015-16 ECUS operating procedures are updated and posted.</p>
<p>VII. New Business Actions/Recommendations</p>			
<p>Appointment of SCoN Chair and Membership</p> <p>Craig Turner</p>	<p>Craig Turner noted that one of the functions of the Executive Committee is to appoint the membership and chair of the Subcommittee on Nominations. There is a minimal membership prescribed in the university senate bylaws: ECUS members, Standing Committee Chairs, Student Government President, and Staff Council Chair. In addition, recent practice has been to include the Subcommittee on the Core Curriculum Chair as a member. Finally, it was also recent practice that the Presiding Officer Elect was appointed as SCoN Chair. The</p>	<p>The committee appointed the membership and chair of 2015-16 SCoN, specifically</p> <ul style="list-style-type: none"> • Members SoCC Chair in addition to the minimal membership prescribed in the university senate bylaws • Chair Chavonda Mills 	

<p>University Senate Bylaws</p> <p>Elected Faculty Senator Eligibility</p> <p>And</p> <p>SCoN Composition</p> <p>Craig Turner</p>	<p>current Presiding Officer Elect, Chavonda Mills, was receptive to this appointment.</p> <p>1. <u>Elected Faculty Senator Eligibility</u> Late in the 2014-2015 academic year, it was noted that there is presently ambiguity in the language articulating the two year eligibility requirement of an elected faculty senator as can be found in II.Section1.A.2. In the last election cycle, this had been an issue for two academic departments. There was general consensus that the language should be redrafted to attempt to remove ambiguity. John Swinton and Chavonda Mills were willing to draft proposed replacement bylaws language for ECUS review.</p> <p>2. <u>SCoN Minimal Composition</u> Since the establishment of the Subcommittee on the Core Curriculum (SoCC), the SoCC Chair has been appointed by ECUS to serve on the Subcommittee on Nominations (SCoN), Given this practice has become routine, Craig Turner proposed that the SoCC Chair be added to the minimal membership of SCoN articulated in V.Section1.D.1.a of the university senate bylaws. All present were in agreement. Craig Turner was willing to draft proposed replacement bylaws language for ECUS review.</p>		<p>1. John Swinton and Chavonda Mills to draft replacement language for II.Section1.A.2 for ECUS review.</p> <p>2. Craig Turner to draft replacement language for V.Section1.D.1.a for ECUS review</p>
<p>Strategic Plan</p> <p>Costas Spirou</p> <p>(for Provost Brown)</p>	<p>Costas Spirou noted that the development of a new five-year strategic plan for the university was gearing up. The desire was to consult with the university senate leadership (executive committee of the university senate) to seek guidance to ensure sufficient faculty representation on the committees supporting this initiative.</p>		

Costas Spirou provided the following contextual information on the 2015-2020 strategic plan of the university.

1. Development (drafting) is to occur during the 2015-2016 academic year. During the development there will be outreach to the university community to provide updates at least monthly.
2. The strategic plan will apply to the years 2015-2020.
3. The vision supporting this effort will embrace a ten year window out to 2025.
4. Co-chairs of the 2015-2020 Strategic Plan Steering Committee have been named and are Chris Ferland and Mark Pelton.
5. The six strategic directions of the 2011-2014 strategic plan were not very amendable or assessable.
6. Faculty participation in the development of this strategic plan is essential and desirable.
7. Larger Forces (e.g. possibility of HOPE scholarship funding reduction, consolidation of USG institutions (30 presently may drop to either 20 or 17), reduction in state funding) may impact the university in the future. The plan needs to be developed in a manner to have a mechanism that can respond to these larger forces as necessary.
8. A comprehensive strategic plan is desirable, meaning one that has specific outcomes, each being assessable.
9. The diversity initiative will be weaved throughout all committees.
10. The goal of becoming a preeminent public liberal arts institution – stated by

	<p>President Dorman in multiple forums – will permeate the strategic plan.</p> <p>11. Three handouts were shared and are attached as supporting documents to these minutes.</p> <ul style="list-style-type: none"> a. Strategic Planning Outline b. Strategic Planning Committees c. Strategic Planning Timeline <p>The following were discussion points.</p> <ol style="list-style-type: none"> 1. What is the plan for populating committees? <ul style="list-style-type: none"> a. The University Senate will be asked to encourage and/or select/elect faculty to participate on committees. b. The Staff Council will be asked to encourage and/or select/elect staff to participate on committees. 2. What are committee charges? What is an estimate of the time commitment to serve on committees? This will be essential information desired by faculty before agreeing to serve on committees. We (ECUS) recommend that brief (one to two sentence) charges be drafted as well as an estimate of the time commitment for each committee. 3. To promote faculty participation, it was suggested that the committees meet during the common meeting time (Fridays 2:00pm to 5:00pm) if possible. 4. A suggestion that it would be ideal to populate committees with a member of the faculty from each academic unit (colleges, library) whenever possible was offered from the floor. 		
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5. The Resources, Planning, and Institutional Policy Committee (RPIPC) should be consulted as this type of planning is within their scope. Jan Clark is the current RPIPC Chair and RPIPC is meeting in 202 Atkinson this academic year. See the highlighted excerpt from the RPIPC scope of the university senate bylaws.

a. V.Section2.C.5.b. Scope. The Resources, Planning, and Institutional Policy Committee shall be concerned with policy relating to non-instructional personnel (including administrative personnel) and institutional budget and planning functions, which includes, but is not limited to, policies relating to recruitment, hiring, evaluation, welfare and development as well as compliance with local, state, and federal guidelines (e.g. affirmative action, ADA, homeland security), and institutional support functions of the university (e.g. technology, parking) In addition, this committee shall review and provide advice on master planning, strategic planning, and budgeting processes and provides advice, as appropriate, on other procedural matters that affect the general welfare of the institution and its employees.

	<p>6. A suggestion for a plan to respond to other societal trends (increasing violence, world events, finances, changes in technology, etc.) was offered.</p> <ul style="list-style-type: none"> a. It was noted that there is already a plan to have a demographer on campus as a consultant to inform this strategic plan. b. In addition, President Dorman wants the plan to be real and flexible: specifically iterative so that adjustments can be made during implementation if deemed appropriate and necessary. <p>Costas Spirou expressed his appreciation to the Executive Committee for its suggestions and recommendations, and departed from the meeting.</p>		
<p>AAUP Redbooks John R. Swinton</p>	<p>The American Association of University Professors (AAUP) celebrates the 100th anniversary of its 1915 founding during 2015. As part of this celebration, a new (eleventh) edition of the Redbook (so called due to its red cover and more formally titled Policy Documents and Reports) was published in December 2014 and is now available for purchase. The Redbook is a compendium of statements of best practice for all things academic.</p>		
<p>AAUP Redbook as Guiding Principles John R. Swinton</p>	<p>During the 2014-2015 academic year, there was a suggestion (by John R. Swinton) at ECUS and ECUS-SCC meetings to consider adoption of the AAUP Redbook as guiding principles for Georgia College. This was steered to FAPC (Faculty Affairs Policy Committee) for review and disposition.</p>		

<p>Curriculum Review Process</p> <p>John R. Swinton</p>	<p>Late in the 2014-2015 academic year, Susan Steele in coordination with Senior Associate Provost Tom Ormond sought to provide clarity in the role of the new graduate council in curricular review. This effort has not yet reached fruition. What is desirable is a more robust approach to develop a policy and procedures for all curricular review at the institution. Since some curricular review is outside the scope of CAPC (Curriculum and Assessment Policy Committee), this was steered to APC (Academic Policy Committee) for development and disposition. It was recommended that APC consult with CAPC for guidance on the curricular review within the scope of CAPC.</p> <p>Discussion briefly broadened for a need to revise the existing PPPM (Policies, Procedures and Practices Manual) to facilitate its use and functionality. President Dorman noted that with the recent departure of the University Counsel, a decision was made not to rehire a University Counsel but instead search for a Policy and Compliance Officer and a Title IX Coordinator. This Policy and Compliance Officer will be charged to revise the PPPM to address concerns about its format and contents.</p>		
<p>Adopt as Official University Senate Documents</p> <p>John R. Swinton</p>	<p>As part of the ECUS session of the governance retreat, two documents had been recommended for adoption (with periodic review) as official university senate documents: the governance history presently known as draft governance history and the university senator handbook as distributed to 2015 governance retreat participants. All present were in agreement that John R. Swinton be charged to present these as separate motions on behalf of ECUS for</p>		<p>John R. Swinton to present at the 18 Sep 2015 university senate meeting as two separate motions sponsored by ECUS the adoption and periodic review of the Governance History and the adoption and periodic review of the University Senator Handbook as official</p>

	university senate consideration at its 18 Sep 2015 university senate meeting.		university senate documents.
Academic Year Contract Faculty Work Outside of Contract John R. Swinton	This issue arose as a concern from the perception that some academic year faculty felt they were expected to engage in service functions (advising students, participate in summer orientations, serve on committees, etc.) during the summer when they are not compensated or under contract. The typical faculty contract for summer work articulates responsibilities exclusive to teaching. This was steered to FAPC (Faculty Affairs Policy Committee) noting that the 2010-2011 FAPC had considered this issue. A starting point might be to review the recommendations and deliberation of the 2010-2011 FAPC.		
Elect University Senate Representative to LARP John R. Swinton	An email call for a volunteer of the university senate to represent it on the LARP (Liberal Arts Renewal Project) Committee had not identified a particular individual. In short, no one had volunteered to serve. Those present supported the proposal to seek volunteer(s) at the 18 Sep 2015 university senate meeting and elect a university senate representative to serve on the LARP committee.		John R. Swinton to ensure that an effort is made to elect a university senator to represent the university senate on the LARP committee at the 18 Sep 2015 meeting of the university senate.
Appoint Georgia College Story Archivist John R. Swinton	At the 2015 Governance Retreat, a proposal to appoint a Georgia College Story Archivist was made. The library representative (Jolene Cole) had indicated the library had some recommendations on this appointment. It was agreed to postpone further deliberation on this appointment to the next ECUS meeting so that the library perspective could inform the appointment.		John R. Swinton to ensure that this appointment of a Georgia College Story Archivist be considered at a future meeting of ECUS.
Parking Concern John R. Swinton	An email from Alex Blazer articulating a concern about trends in recent university parking reallocations was presented as an information item. This concern was steered to		

	RPIPC (Resources, Planning and Institutional Policy Committee) for review and disposition.		
VIII. Next Meeting (Tentative Agenda, Calendar)			
1. Calendar	18 Sep 2015 @ 3:30pm Univ. Senate in A&S 2-72 02 Oct 2015 @ 2:00pm ECUS in 301 Parks 02 Oct 2015 @ 3:30pm ECUS-SCC in 301 Parks		
2. Tentative Agenda	Some of the deliberation today may have generated tentative agenda items for future ECUS and ECUS-SCC meetings.		John R. Swinton to ensure that such items (if any) are added to agendas of an ECUS and/or ECUS-SCC meeting in the future.
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 3:18 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: JOHN R. SWINTON (CHAIR), CHAVONDA MILLS (VICE-CHAIR), CRAIG TURNER (SECRETARY)

ACADEMIC YEAR: 2015-2016

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	09-04-15	10-02-15	11-06-15	12-04-15	02-05-15	03-04-15	04-01-15	Present	Regrets	Absent
Kelli Brown <i>Provost</i>	R								0	1	0
Jolene Cole <i>EFS; Library, ECUS Member</i>	R								0	1	0
Steve Dorman <i>University President</i>	P								1	0	0
Chavonda Mills <i>EFS; CoAS; ECUS Vice-Chair</i>	P								1	0	0
Lyndall Muschell <i>EFS; CoE; ECUS Member</i>	P								1	0	0
Susan Steele <i>EFS; CoHS; ECUS Chair Emeritus</i>	P								1	0	0
John R. Swinton <i>EFS; CoB; ECUS Chair</i>	P								1	0	0
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P								1	0	0