

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

MEETING DATE & TIME: 2 OCTOBER 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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P Kelli Brown (Provost)	P Lyndall Muschell (CoE, ECUS Member)
P Jolene Cole (Library; ECUS Member)	P Susan Steele (CoHS, ECUS Chair Emeritus)
R 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: Veronica Womack (Chief Diversity Officer)

<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	A MOTION to approve the minutes of the 4 Sep 2015 meeting of the Executive Committee was made and seconded. A draft of these 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.	The 4 Sep 2015 Executive Committee minutes were approved as posted, so no additional action was required.	

IV. Reports	The following reports were invited by John R. Swinton.		
Provost Report Kelli Brown	Provost Brown indicated that she would be providing an update on the membership and scheduling of the organizational meeting of the Tenure and Promotion Task Force at the ECUS with Standing Committee Chairs meeting. The interested reader is referred to the minutes of the 2 Oct 2015 meeting of ECUS with Standing Committee Chairs meeting for details.		
Presiding Officer Report John R. Swinton	<p>While I have nothing specific to formally report as Presiding Officer, I would like to take a moment to highlight a few items on this meeting's agenda.</p> <ul style="list-style-type: none"> • I have a complete slate for placement as university senate representatives on the task forces and committees for your consideration. • I will seek your counsel on allocating funds from the university senate budget for the purchase of AAUP Redbooks for FAPC members. • There has been no further activity with the university senate operating budget with annual allocation \$5000. After retreat expenditures, the current balance remains at \$2667.30 as reported at the 4 Sep 2015 ECUS meeting. 		
Past Presiding Officer Report Susan Steele	Susan Steele indicated that she had nothing to report as Past Presiding Officer.		

<p>Presiding Officer Elect Report</p> <p>Chavonda Mills</p>	<p><u>4 Sep 2015</u> <i>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.</i> <i>Tentative agenda items include:</i></p> <ul style="list-style-type: none"> • <i>Follow up on salary resolution</i> • <i>Faculty salaries</i> • <i>AAUP (American Association of University Professors)</i> • <i>Shared Governance</i> • <i>Healthcare updates and</i> • <i>Other fiscal matters such as funding for faculty travel and development.</i> <p><i>I request that suggestions for additional agenda items be forwarded to me by 28 Sep 2015.</i></p> <p><u>2 Oct 2015</u> The next meeting of the University System of Georgia Faculty Council (USGFC) has been rescheduled for 24 Oct 2015 and will be hosted by Armstrong State University. The tentative agenda for this meeting is anticipated today and I will circulate it for your information.</p>		
<p>Secretary Report</p> <p>Craig Turner</p>	<p>Craig Turner indicated that he had nothing to report as University Senate Secretary.</p>		
<p>Library Senator Report</p> <p>Jolene Cole</p>	<p>Jolene Cole indicated that she had nothing to report as Library Senator.</p>		
<p>Diversity Action Plan Update</p> <p>Veronica Womack</p>	<p>1. Veronica Womack distributed three documents to the committee members as supporting documents to her report. These documents are attached as supporting documents to these minutes and are</p>		

	<ul style="list-style-type: none"> a. DAP_FirstReport.pdf A report titled <i>Catalyst for Inclusive Excellence: Leading the Transformation.</i> b. EquityInclusiveExcellence.pdf A report titled <i>Committing to Equity and Inclusive Excellence: A CAMPUS GUIDE FOR SELF-STUDY AND PLANNING</i> c. HRnarrative.doc A report titled <i>Affirmative Action Programs</i> <p>2. A summary of the talking points are as follows.</p> <ul style="list-style-type: none"> a. Veronica Womack thanked the members of ECUS for giving her an opportunity to speak on the Diversity Action Plan. b. We are in the midst of a year of transformative talks with two expert campus visitors as guest speakers. c. We want to gather stories to document the history and the present of diversity on campus. d. We will get the word out via local radio (Daniel McDonald). e. The book by James Finney entitled <i>The Making of MILLEDGEVILLE The Pictorial History of Baldwin County in Pictures</i> is a wonderful resource. f. My (Veronica Womack) role is new this year as I am now the Chief Diversity Officer and report directly to President Dorman. I maintain my role as Affirmative Action Officer. The EEO (Equal Employment Opportunity) Officer component of my former position has been shifted to Human Resources. 		
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	<ul style="list-style-type: none"> g. Refer to page 11 of the Affirmative Action Programs document to see an illustrative example. We must be able to document certain details of our searches. h. This year's numbers are in preparation. i. How were target rates determined? PeopleFluent compares qualifications for position to the pool of applicants in the appropriate universe to generate the numbers. j. Refer to the Catalyst for Inclusive Excellence document to note that we (Georgia College) are the least diverse in the University System of Georgia by certain measures. k. We do not face this challenge alone, all institutions are challenged to improve their diversity profile. l. Asking questions like "Is our process defensible?" (Are we able to document that we are making a good faith effort to identify and target diverse applicants?) m. One strategy may be to groom our own "diverse" students to credential and return to Georgia College as employees. n. Just as important as recruitment is retention. We are intending to enhance the exit interview to collect this data. o. In Nursing, Men are the minority (not women) – is the data agile enough to account for this? Yes, the data is agile and uses an appropriately contextual definition of diversity. p. Have you considered informing this historical diversity data collection with 		
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	<p>consultation of university archives? Yes, in fact consultation with the university archives is ongoing and has assisted in gathering information on firsts: first African American student, etc. We are still gathering voices to inform the ongoing diversity conversation. If you have any recommendations on voices that should inform the conversation, please share them with me (Veronica Womack).</p>		
V. Information Items Actions/Recommendations			
Operating Procedures for 2015-2016 Committees	John R. Swinton reported that each of the university senate committees had filed its operating procedures for 2015-2016.		
Annual Reports from 2014-2015 Committees	John R. Swinton reported that annual reports from the 2014-2015 ECUS and 2014-2015 RPIPC had been received yet he was still awaiting reception of the 2014-2015 SAPC report. Craig Turner noted that all reports that had been received from 2014-15 committees are posted online on the university senate Green Page accessible via http://us.gcsu.edu		
University Senate Budget John R. Swinton	<p><u>4 Sep 2015</u> <i>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.</i> <i>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</i></p>		<p><u>4 Sep 2015</u> <i>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.</i></p>

	<p><i>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.</i></p>		
<p>VI. Unfinished Business Review of Action & Recommendations, Provide updates (if any) to Follow-up</p>			
<p><i>ECUS Operating Procedures</i></p> <p><i>John R. Swinton</i></p>	<p><u>4 Sep 2015</u> <i>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:</i></p> <ol style="list-style-type: none"> <i>1. Replace susan.steele@gcsu.edu with john.swinton@gcsu.edu in the sentence detailing regrets notification under Communication.</i> <i>2. .Change the adoption date from 08/15/2015 to 09/04/2015.</i> <p><i>During the preparation of these minutes, it is noted that additional editorial modifications may be necessary:</i></p>	<p><u>4 Sep 2015</u> <i>The committee adopted the 2014-15 ECUS operating procedures as amended to be the 2015-16 ECUS operating procedures.</i></p>	<p><u>4 Sep 2015</u> <i>John R. Swinton to ensure that these 2015-16 ECUS operating procedures are updated and posted.</i></p>

	<p>(1) to replace 2014-2015 with 2015-2016 in the title preceding ECUS Operating Procedures and</p> <p>(2) replace “Endorsed by 2014-15 ECUS at its 08/22/2014 meeting” with “Endorsed by 2015-16 ECUS at its 09/04/2015 meeting”</p>		
<p>University Senate Bylaws</p> <p>Elected Faculty Senator Eligibility</p> <p>And</p> <p>SCoN Composition</p> <p>Craig Turner</p>	<p><u>4 Sep 2015</u></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><u>2 Oct 2015</u></p>		<p><u>4 Sep 2015</u></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><u>2 Oct 2015</u></p> <p>1. John Swinton and Chavonda Mills did draft replacement language for II.Section1.A.2 for ECUS review.</p> <p>2. Craig Turner did draft replacement language for V.Section1.D.1.a for ECUS review.</p>

1. **Elected Faculty Senator Eligibility**

Chavonda Mills circulated paper copies of the three drafts of proposed bylaws replacement language, drafted jointly by her and John. R. Swinton, to ECUS members for review.

Current Language II.Section.A.2. *Elected Faculty Senators.* The eligibility requirements for an elected faculty senator are membership in the Corps of Instruction as detailed in II.Section2.A.1 and the completion of at least two (2) years of service at the university at the time her/his term of service begins.

DRAFT 1 II.Section.A.2. *Elected Faculty Senators.* The eligibility requirements for an elected faculty senator are membership in the Corps of Instruction as detailed in II.Section2.A.1 and the completion of at least two (2) years of service at the university at the time her/his term of service begins. However, election of a faculty senator in her/his second year can be made so she/he will have completed two (2) years of service by the start of the upcoming academic year.

DRAFT 2 II.Section.A.2. *Elected Faculty Senators.* The eligibility requirements for an elected faculty senator are membership in the Corps of Instruction as detailed in II.Section2.A.1 and the completion or near completion of at least two (2) years of service at the university at the time her/his term of service begins.

DRAFT 3 II.Section.A.2. *Elected Faculty Senators*. The eligibility requirements for an elected faculty senator are membership in the Corps of Instruction as detailed in II.Section2.A.1 and the completion of at least two (2) years of service at the university at the beginning of the fall semester following her/his election as a Senator.

Selection The consensus preference of those present was DRAFT 3. There was agreement to seek further counsel from Standing Committee Chairs before formalizing this recommendation as an ECUS-sponsored university senate motion proposing a revision to the university senate bylaws.

2. **SCoN Minimal Composition** The draft replacement language prepared by Craig Turner had been circulated by John R. Swinton with the tentative agenda of this meeting.

Current Language V.Section1.D.1.a *Minimal*. The membership of the Subcommittee on Nominations shall include, but not be limited to the Executive Committee, the Standing Committee Chairs, the Student Government Association President and the Staff Council Chair.

Proposed Language V.Section1.D.1.a *Minimal*. The membership of the Subcommittee on Nominations shall include, but not be limited to the Executive Committee, the Standing Committee Chairs, the Subcommittee on the Core Curriculum Chair, the

	<p>Student Government Association President and the Staff Council Chair. Selection All present were supportive of the proposed revision. There was agreement to seek further counsel from Standing Committee Chairs before formalizing this recommendation as an ECUS-sponsored university senate motion proposing a revision to the university senate bylaws.</p>		
<p>Appoint Georgia College Story Archivist John R. Swinton</p>	<p><u>4 Sep 2015</u> <i>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.</i></p> <p><u>2 Oct 2015</u> John R. Swinton summarized the discussion on this matter that took place at earlier ECUS meetings including the governance retreat and the 2 Sep 2015 ECUS meeting. Jolene Cole indicated that with the recent departure of the University Archivist, she had in consultation with Nancy Davis Bray learned that storyteller is a function that will be included in the qualifications desired for the new position for which a search is beginning. It was noted that Dr. Robert J. Wilson III, who is our university historian, had recently retired and would now be serving in only a 49% capacity. Jolene Cole was invited to follow up on this issue to gather more information to report back to ECUS. The plan is to continue to monitor this situation</p>		<p><u>4 Sep 2015</u> <i>John R. Swinton to ensure that this appointment of a Georgia College Story Archivist be considered at a future meeting of ECUS.</i></p> <p><u>2 Oct 2015</u></p> <ol style="list-style-type: none"> 1. John R. Swinton did place consideration of the appointment of a Georgia College Story Archivist on the agenda of this meeting of ECUS. 2. Jolene Cole to consult with appropriate university personnel to gather information to inform further deliberation on this matter at a future ECUS meeting.

	<p>with a goal of seeing a storyteller function come to fruition. A reminder that this emerged from the observation that a storyteller was present in at least one other USG institution.</p>		
<p>University Senate Representatives to Task Forces and Committees</p> <p>John R. Swinton</p>	<p><u>4 Sep 2015</u> (<i>Elect University Senate Representative to LARP</i>) <i>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.</i></p> <p><u>2 Oct 2015</u> Since the 4 Sep 2015 ECUS meeting, other requests for university senate representatives had emerged and were advertised at the 18 Sep 2015 university senate meeting. The following slate of volunteers was provided by John R. Swinton for ECUS review.</p> <ol style="list-style-type: none"> a. Parking and Transportation Advisory Committee: Alex Blazer (faculty) and Daniel Simpson (staff) b. Administrative Systems and Banner Advisory Committee: Patrick Simmons (faculty) c. Mandatory Fee Committee: Craig Turner and David McIntyre (both faculty) d. LARP: Jim Winchester (faculty) <p>The issue of whether or not there needs to be a formal procedure for confirming people who represent the university senate on university-wide committees was briefly discussed noting that recent practice was for either the Presiding Officer to appoint a representative (possibly in</p>		<p><u>4 Sep 2015</u> <i>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.</i></p> <p><u>2 Oct 2015</u> John R. Swinton did ensure that an effort was 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.</p>

	<p>consultation with ECUS) OR for the university senate to elect its representative (typically only in the presence of more individuals than positions available emerging as volunteers or nominees). As getting people to volunteer in the first place seems to be a challenge, at this time there is little interest in formalizing a procedure. It was agreed that in the case that more than one person would like to fill a spot that the Presiding Officer will initiate a survey (probably electronic) to determine the university senate's preference.</p>		
<p>VII. New Business Actions/Recommendations</p>			
<p>Steering: Policy/Procedure on Applying for and Garnering Academic Department Status (or other relevant status changes)</p> <p>John R. Swinton</p>	<p><u>4 Sep 2015 (Creation of New Department)</u></p> <p><i>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.</i></p> <p><i>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</i></p>		<p><u>2 Oct 2015</u></p> <p>John R. Swinton to place this matter on the tentative agenda of a future ECUS or ECUS-SCC meeting once the document that Costas Spirou is preparing is available.</p>

	<p><i>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 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.</i></p> <p><u>2 Oct 2015</u></p> <p>A proposal to steer the development of a policy/procedure on applying for and garnering academic department status which was discussed (see above) at the previous meeting to the appropriate standing committee was made. Provost Brown indicated that Interim Associate Provost Costas Spirou is pulling together into a document the current practice on this matter and related matters. There was general agreement to postpone the steering of this matter until such time as it can be informed by the aforementioned document that is in preparation.</p>		
<p>Apportionment of Elected Faculty Senators</p> <p>Craig Turner</p>	<p>Prior to the meeting, John R. Swinton had circulated by email the 2015-2016 Corps of Instruction List. Two versions of the apportionment document had been prepared by Craig Turner for ECUS review. In this case the elected faculty senators were being</p>	<p>The apportionment motion was approved with no discussion.</p>	<p>1. Provost Brown indicated her intent to consult with Neil Jones, who prepares the Corps of Instruction list, to obtain contextual</p>

	<p>apportioned to the academic units (library, colleges), a recurring ECUS function.</p> <p>Craig Turner provided the following update:</p> <ul style="list-style-type: none"> • The presence of a “College of Administration” in the Corps of Instruction List supplied by the Office of Academic Affairs breeds two versions of apportionment, one including the members of the College of Administration in the counts of the number of faculty within an academic unit (library, colleges) and one not. • There were ten (10) individuals in the College of Administration in the 2015-2016 Corps of Instruction List. They are: <ul style="list-style-type: none"> ○ CoAS (3): Steven Jones; Julia Metzker, Carolyn Denard. ○ CoE (4): Paul Jones, Sharon Jones, Charlie Martin, Cara Meade; ○ CoHS (3): Kelli Brown, Tom Ormond, Kendra Russell. • The Huntington-Hill method of apportionment is used. This method has been in use by the United States Congress since 1941. <ul style="list-style-type: none"> ○ This apportionment method increases the threshold for an academic unit (library, colleges) to be apportioned one more elected faculty senator with an increase in its lower quota (minimum number of elected faculty senators assigned to an academic unit). 		<p>information on the presence of the “College of Administration.”</p> <p>2. John R. Swinton will ensure that the number of elected faculty senators that were apportioned to each of the academic units (library, colleges) is announced to the members of the University Senate.</p>
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	<ul style="list-style-type: none"> ○ Specifically the geometric mean (square root of the product) of the lower and upper quotas for an academic unit is used as the threshold. • In both versions, the number of elected faculty senators apportioned to the College of Education was reduced by one from five (5) to four (4), the number apportioned to the College of Arts and Sciences was increased by one from seventeen (17) to eighteen (18), while the number apportioned to the library (2), College of Business (5) and College of Health Sciences (5) were unchanged from last year's (2014-2015) apportionment • Given our charge to base the apportionment on the Corps of Instruction List, it has become recent practice to incorporate into academic unit (library, colleges) counts the relevant members of the "College of Administration" as these individuals are listed as members of the Corps of Instruction. <p>A MOTION to approve the version with the individuals assigned to the "College of Administration" incorporated into the academic unit (library, colleges) counts as the official apportionment of elected faculty senators to academic units (library, colleges) for the 2015-2016 academic year was made and seconded.</p>		
<p>AAUP Redbooks for FAPC members</p> <p>John R. Swinton</p>	<p><u>4 Sep 2015 (contextual information)</u> <i>The American Association of University Professors (AAUP) celebrates the 100th anniversary of its 1915 founding during 2015.</i></p>		<p><u>2 Oct 2015</u> John R. Swinton to ensure that ten AAUP Redbooks (11th edition) are ordered</p>

	<p><i>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.</i></p> <p><i>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.</i></p> <p><u>2 Oct 2015</u></p> <p>John R. Swinton reminded ECUS members that the operating budget for the university senate had \$2667.30 remaining in it and that Redbooks retail for \$49.95 each and with AAUP member discount of 30% available can be obtained for \$34.97 each. Neither price includes tax or shipping. Given that these books might be needed by FAPC members for only a brief time, it was proposed that the University Senate purchase ten (11th Edition) AAUP Redbooks to go into the University Senate library. In the short run, these ten books could be placed on reserve in the university library to make them accessible to FAPC members. John R. Swinton was charged to ensure that these books were purchased as soon as possible.</p>		<p>using funds from the university senate budget and made available to FAPC members as soon as possible.</p>
<p>Steering: Review Posting of Office Hours Policy</p> <p>John R. Swinton</p>	<p>The current university policy on the posting of office hours found in the Policies, Procedures and Practices Manual reads as follows:</p> <p><u>Office Hours, Posting</u> <i>Each instructor shall post office hours on his/her door. The</i></p>		

	<p><i>instructor is responsible for maintaining adequate office hours to enable him/her to be available for meeting with any student who wishes to see him/her. In no case shall posted office hours for student consultation be less than a minimum of one clock hour a day.</i></p> <p>Given that it is increasingly common for the contact between faculty and students to be virtual (electronic) and that the purpose of office hours is to promote accessibility of the faculty member to her/his students, it was proposed that the required minimum number of clock hours required for inclusion as posted office hours be reviewed and possibly reduced or eliminated OR that this policy be reconsidered to permit consideration of counting electronic access, i.e. virtual availability vs. face-to-face availability. This matter was unanimously steered for review and consideration to the Faculty Affairs Policy Committee (FAPC).</p>		
<p>Adopt as Official University Senate Documents</p> <p>John R. Swinton</p>	<p><u>4 Sep 2015</u></p> <p><i>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 university senate consideration at its 18 Sep 2015 university senate meeting.</i></p>		<p><u>4 Sep 2015</u></p> <p><i>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 university senate documents.</i></p> <p><u>2 Oct 2015</u></p>

			John R. Swinton did 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 university senate documents.
Elected Faculty Senator Oversight	<p>It was noted that the ECUS Calendar and Checklists document lists <i>Share information on election expectations in academic units (colleges and library) with a letter to college deans and the university librarian</i> as a recurring annual ECUS function to be completed in September. Given the reapportionment of a seat shifting from College of Education (CoE) to College of Arts and Sciences, a quick check was made to see if at least one CoE elected faculty senator had a term ending in 2016 (finding it was the case). At the meeting, the task of drafting these letters was assigned to Subcommittee on Nominations (SCoN) Chair Chavonda Mills.</p> <p><i>Note: Following the meeting and during the preparation of these minutes, it was clarified that this was an ECUS function not a SCoN function and so responsibility for ensuring these letters are drafted and sent shifted to ECUS Chair John R. Swinton.</i></p>		John. R. Swinton to ensure that elected faculty senator oversight letters (with the typical supporting documents) are sent to the college deans and university librarian.
Selected Staff Senator Oversight	<p>It was noted that the ECUS Calendar and Checklists document lists <i>Share information on election expectations with Staff Council Leadership</i> to be completed in September. At</p>		John. R. Swinton to ensure that selected staff senator selection information from the university senate

	<p>the meeting, the task of drafting these letters was assigned to Subcommittee on Nominations (SCoN) Chair Chavonda Mills.</p> <p><i>Note: Following the meeting and during the preparation of these minutes, it was clarified that this was an ECUS function not a SCoN function and so responsibility for ensuring these letters are drafted and sent shifted to ECUS Chair John R. Swinton.</i></p>		<p>bylaws is shared with the Staff Council Leadership.</p>
VIII. Next Meeting (Tentative Agenda, Calendar)			
1. Calendar	<p>16 Oct 2015 @ 3:30pm Univ. Senate in A&S 2-72 06 Nov 2015 @ 2:00pm ECUS in 301 Parks 06 Nov 2015 @ 3:30pm ECUS-SCC in 301 Parks</p>		
2. Tentative Agenda	<p>Some of the deliberation today may have generated tentative agenda items for future ECUS and ECUS-SCC meetings.</p>		<p>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.</p>
IX. Adjournment	<p>As there was no further business to consider, a MOTION to adjourn the meeting was made and seconded.</p>	<p>The motion to adjourn was approved and the meeting adjourned at 3:18 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: 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	P							1	1	0
Jolene Cole <i>EFS; Library, ECUS Member</i>	R	P							1	1	0
Steve Dorman <i>University President</i>	P	R							1	1	0
Chavonda Mills <i>EFS; CoAS; ECUS Vice-Chair</i>	P	P							2	0	0
Lyndall Muschell <i>EFS; CoE; ECUS Member</i>	P	P							2	0	0
Susan Steele <i>EFS; CoHS; ECUS Chair Emeritus</i>	P	P							2	0	0
John R. Swinton <i>EFS; CoB; ECUS Chair</i>	P	P							2	0	0
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P	P							2	0	0