

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

MEETING DATE & TIME: 6 NOVEMBER 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	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:							
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 2:00pm 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 2 Oct 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 2 Oct 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.		
Presiding Officer Report John R. Swinton	<ol style="list-style-type: none"> 1. <u>University Senate Foundation Account</u> Research into existence of University Senate Foundation Account hits snag. Ruth McMullen (Executive Assistant to Vice President) says that fund was probably part of President Leland's Office Heritage Fund. This did not resonate with recent Presiding Officers who were given the impression that this \$500 account was a foundation account. I will continue to dig deeper. 2. <u>AAUP Redbooks</u> The ten copies of the 11th Edition of the AAUP Redbook were received and are now on reserve in the library. The initial purpose of ordering these books was to make them available to FAPC members to inform deliberation on the proposal <i>to adopt the AAUP Redbook as guiding principles for university policy and procedure</i>. 3. <u>Apportionment</u> The apportionment of elected faculty senators to the academic units (colleges and library) was disseminated to the members of the university senate by email. 4. <u>Elections Oversight</u> The university senate bylaws charge ECUS with oversight for populating the university senate. Elected faculty senator oversight letters were sent to deans of the academic units (colleges, library) to guide the elections of elected 		

	faculty senators to succeed those whose terms are ending in April 2016.		
Past Presiding Officer Report Susan Steele	Susan Steele indicated that she had nothing to report as Past Presiding Officer.		
Presiding Officer Elect Report Chavonda Mills	Chavonda Mills indicated that she had nothing to report as University Senate Presiding Officer Elect.		
Secretary Report Craig Turner	Craig Turner indicated that he had nothing to report as University Senate Secretary.		
Library Senator Report Jolene Cole	Jolene Cole indicated that she had nothing to report as Library Senator.		
University System of Georgia Faculty Council (USGFC) Chavonda Mills	<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> <i>The next meeting of the University System of Georgia Faculty Council (USGFC) has been</i></p>		

	<p><i>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.</i></p> <p><u>6 Nov 2015</u></p> <p>Chavonda Mills provided some highlights of the 24 Oct 2015 meeting of the USGFC. This information is provided in the supporting document entitled <i>USGFC_Report_11-6-15</i> attached to these minutes in pdf and MSWord formats. The report includes Question and Answer sessions with Chancellor Hank Huckaby and USG Chief Academic Officer Houston Davis.</p> <p>There were two items that were salient to the University Senate. The first was an offer from USG Chief Academic Officer Houston Davis to attend a meeting of the faculty governance body (for us that would be the University Senate) of any USG institution for a Q&A session. The second was the USG Retiree Council suggestion that each USG institution consider placing a faculty representative of the institution's Retiree Council on its faculty governance body (for us this is the University Senate). Provost Brown noted that Georgia College has an active Retiree Council and this group is represented on the USG Retiree Council. After brief discussion, the consensus of those present was to share these two items with Standing Committee Chairs and inform next steps with their counsel.</p>		
V. Information Items Actions/Recommendations			

<p>University Senate Budget</p> <p>John R. Swinton</p>	<p><u>4 Sep 2015</u></p> <p><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></p> <p><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 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><u>6 Nov 2015</u></p> <p><i>The balance of the university senate budget (\$5000 allocation annually) is presently holding at 2667.30. The expenditures for AAUP Redbook purchases for both the ten copies on reserve in the library and the proposed copies for ECUS members and standing committee chairs are not yet included.</i></p>		<p><u>4 Sep 2015</u></p> <p><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><u>6 Nov 2015</u></p> <p><i>John R. Swinton did check on the foundation account and shared information with Executive Committee members as documented in the Presiding Officer Report of the 6 Nov 2015 ECUS meeting. As is indicated in that report, John R. Swinton to seek additional clarification from relevant university personnel on the existence of a foundation account for University Senate.</i></p>
<p>VI. Unfinished Business</p> <p>Review of Action & Recommendations, Provide updates (if any) to Follow-up</p>			

<p>ECUS Operating Procedures</p> <p>John R. Swinton</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> <ol style="list-style-type: none"> <i>(1) to replace 2014-2015 with 2015-2016 in the title preceding ECUS Operating Procedures and</i> <i>(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”</i> 	<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><u>6 Nov 2015</u> <i>Note:</i> <i>During the preparation of these minutes, John R. Swinton did ensure that the 2015-16 ECUS operating procedures were updated and posted</i></p>
<p>Operating Procedures for 2015-2016 Committees</p>	<p><u>2 Oct 2015</u> <i>John R. Swinton reported that each of the university senate committees had filed its operating procedures for 2015-2016.</i></p> <p><u>6 Nov 2015</u> <i>John R. Swinton asked Craig Turner to assist with the posting of operating procedures for the 2015-16 committees. Craig Turner indicated he would be delighted to assist. John R. Swinton indicated that he would supply electronic</i></p>		<p><u>6 Nov 2015</u> <i>John R. Swinton and Craig Turner to ensure that the operating procedures of each committee are posted to the university senate website.</i></p>

	copies of these operating procedures possibly in consultation with committee chairs.		
Appoint Georgia College Story Archivist John R. Swinton	<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> <i>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 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.</i></p> <p><u>6 Nov 2015</u> <i>Jolene Cole indicated that she had consulted with university archives and that the search for</i></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> <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> <p><u>6 Nov 2015</u> <ol style="list-style-type: none"> 1. Jolene Cole did consult with appropriate university personnel to gather information to inform further deliberation on this matter. 2. Jolene Cole to consult with appropriate university personnel to gather information to </p>

	<p>a position with responsibilities including a university storyteller component is ongoing. As archivist, the stories would be more likely on historical events (those in the past) and university communications might contribute more directly to telling stories of current events. Jolene Cole indicated she would continue to consult and share information with the committee as it became available. There was general consensus to have this item be a standing item on future ECUS meeting agendas and check in with Jolene at each ECUS meeting to see if there is additional information available.</p>		<p>inform further deliberation on this matter at a future ECUS meeting.</p>
<p>Selected Staff Senator Oversight</p>	<p><u>2 Oct 2015</u> <i>It was noted that the ECUS Calendar and Checklists document lists Share information on election expectations with Staff Council Leadership to be completed in September. At the meeting, the task of drafting these letters was assigned to Subcommittee on Nominations (SCoN) Chair Chavonda Mills.</i> <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><u>6 Nov 2015</u> After a brief discussion, it was determined that the Staff Council Leadership (Chair Daniel McDonald) has not been contacted regarding selection of selected staff senators for the 2016-2017 University Senate. Chavonda Mills offered to contact Staff Council Chair Daniel McDonald and share the relevant university senate bylaws. Her offer was accepted.</p>		<p><u>2 Oct 2015</u> <i>John. R. Swinton to ensure that selected staff senator selection information from the university senate bylaws is shared with the Staff Council Leadership.</i></p> <p><u>6 Nov 2015</u> Chavonda Mills to contact Daniel McDonald (Staff Council Chair) to share the relevant university senate bylaws to inform the selection of selected staff senators to serve on the 2016-2017 University Senate.</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 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</i></p>		<p><u>2 Oct 2015</u></p> <p><i>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.</i></p> <p><u>6 Nov 2015</u></p> <ol style="list-style-type: none"> 1. John R. Swinton to seek individuals interested in assisting with the drafting of the procedure. 2. John R. Swinton to assign a committee to prepare parallel policy.
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	<p><i>policy/procedure for the establishment of such units.</i></p> <p><u>2 Oct 2015</u></p> <p><i>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.</i></p> <p><u>6 Nov 2015</u></p> <ol style="list-style-type: none"> 1. <u>Prior to the Meeting</u> Interim Associate Provost Costas Spirou had supplied a document that provided a starting point for discussion on a procedure to request and garner academic department status or rename an academic department. This document had been circulated by John R. Swinton with the tentative agenda of the meeting. This document is attached as a supporting document to these minutes. 2. <u>Context</u> Interim Associate Provost Costas Spirou provided the following contextual information. 		
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	<p>a. This initiative was triggered by the recent information item received by ECUS that PALS (Philosophy and Liberal Studies) garnered academic department status in the College of Arts and Sciences.</p> <p>b. The main points of the draft were highlighted to note that (1) it was a procedure for renaming a department or requesting academic department status (2) initially a conversation among the department, dean and provost on viability and rationale of the proposed revision (name change or request for academic department status) would take place (see Steps I and II in the supporting document) (3) there was guidance on the content of a proposal (see Step III in the supporting document) (4) the proposal should be considered by a committee of the university senate and APC, CAPC or FAPC is proposed yet perhaps (after a conversation with Craig Turner prior to this meeting) it would be more appropriate to route the proposal to this group (ECUS) and have ECUS steer the proposal to the relevant university senate committee (see Step IV in the supporting document) (5) the remaining steps involve review by the Provost and a decision made by the University President (see Steps V and</p>		
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	<p>following in the supporting document)</p> <p>(6) the goal was to inject transparency into the process and to provide a means by which an individual or individuals that are considering making such requests (to rename an academic department or request academic department status) can be educated on how to do so. In short, the document is designed to guide and assist proposers.</p> <p>3. <u>Discussion</u> The following were the points of conversation.</p> <ul style="list-style-type: none"> a. Item (4) in the contextual information above (replacing APC or FAPC or CAPC with ECUS in Step IV) was agreeable to those present. b. A question from the floor was “Where is the consideration of anticipated students enrolled?” and it was noted that this aspect fit within at least one of Cost or Student Service in Step III. c. A suggestion to place this in the policy template format of the university senate was offered. It was noted that the current document contained only procedure and not policy. The response was that there should be an overarching policy that might be simply to follow the proposed procedure under discussion. Susan Steele volunteered to assist in the drafting of the policy and formatting in compliance with the policy template. 		
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	<p>d. The renaming of an academic department is sometimes guided by accreditation bodies or nomenclature changes within a discipline and in this case a streamlined proposal might be appropriate (not requiring all the information requested in Step III). While some of those present agreed with this perspective, there was no formal vote of the group on this nuance. Some noted that the proposer could abbreviate the responses and focus on the rationale being to comply with accreditation or nomenclature change.</p> <p>e. A suggestion to add a restructuring option (to the rename or establish a department options already present) to accommodate a split of a department into two or more departments was offered from the floor. Most of those present agreed that this option was a reasonable addition.</p> <p>f. Clarification questions were posed to tease out the nature of the review of individuals and committees.</p> <p>i. Could a proposal continue through the process without garnering approval of the dean?</p> <p>ii. Was the university senate approving or recommending? That is, could the lack of support from the university senate prevent a</p>		
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	<p>proposal from reaching the University President?</p> <p>One perspective was that the University President made the decision and that all lower level reviews were recommendations to inform this decision. While some of those present agreed with this perspective, there was no formal vote of the group on this nuance.</p> <p>g. A concern about reviewer reliability was offered indicating that as different deans may have different perspectives, the stringency of reviews may not be consistent – some being more stringent and some being less stringent. While some of those present agreed with this perspective, there was no formal vote of the group on this nuance.</p> <p>h. The question of who could initiate a request was posed from the floor. The answer was faculty. Perhaps this could be more explicitly stated in the proposal.</p> <p>i. Interim Provost Costas Spirou expressed his appreciation for the suggestions and rich discussion.</p> <p>4. <u>Next Steps</u> As the committee deliberation concluded, Presiding Officer John R. Swinton proposed the following next steps.</p> <p>a. All present were invited to share with Costas Spirou any other suggestions</p>		
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	<p>that may emerge if they continue to review the document.</p> <p>b. Assign a committee to prepare parallel policy. Susan Steele was the only volunteer for this committee.</p> <p>c. Review the combined policy and procedure at the next ECUS meeting and route to a standing committee (APC, CAPC, FAPC, SAPC, RPIP) for review.</p> <p>These proposed steps met with no resistance from those present.</p>		
<p>Apportionment of Elected Faculty Senators</p> <p>Craig Turner</p>	<p><u>2 Oct 2015</u></p> <p><i>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 apportioned to the academic units (library, colleges), a recurring ECUS function.</i></p> <p><i>Craig Turner provided the following update:</i></p> <ul style="list-style-type: none"> <i>• 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.</i> <i>• There were ten (10) individuals in the College of Administration in the 2015-2016 Corps of Instruction List. They are:</i> 	<p><u>2 Oct 2015</u></p> <p><i>The apportionment motion was approved with no discussion.</i></p>	<p><u>2 Oct 2015</u></p> <ol style="list-style-type: none"> <i>1. Provost Brown indicated her intent to consult with Neil Jones, who prepares the Corps of Instruction list, to obtain contextual information on the presence of the “College of Administration.”</i> <i>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.</i> <p><u>6 Nov 2015</u></p>

	<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. • <i>The Huntington-Hill method of apportionment is used. This method has been in use by the United States Congress since 1941.</i> <ul style="list-style-type: none"> ○ <i>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).</i> ○ <i>Specifically the geometric mean (square root of the product) of the lower and upper quotas for an academic unit is used as the threshold.</i> • <i>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</i> 		<ol style="list-style-type: none"> 1. Provost Brown did consult with Neil Jones, who prepares the Corps of Instruction list, to obtain contextual information on the presence of the "College of Administration." 2. John R. Swinton did ensure that the number of elected faculty senators that were apportioned to each of the academic units (library, colleges) was announced to the members of the University Senate
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- *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.*

*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.*

6 Nov 2015

John R. Swinton shared in his Presiding Officer Report that he had emailed the 2015-16 apportionment of elected faculty senators to academic units (colleges and the library) to the university senate.

Between the 2 Oct 2015 and 6 Nov 2015 ECUS meetings, Provost Brown consulted with Neil Jones via email regarding the College of Administration found in the Corps of Instruction List. Its existence persists as this list of faculty has multiple uses and this College of Administration is of benefit for other list users. It was agreed that the University Senate leadership could modify this multi-purpose list to suit its needs as a Corps of Instruction list by shifting the members of the College of Administration into the academic units housing

	the academic department to which they are assigned.		
AAUP Redbooks for FAPC members John R. Swinton	<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. 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> <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> <i>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</i></p>		<p><u>2 Oct 2015</u> <i>John R. Swinton to ensure that ten AAUP Redbooks (11th edition) are ordered using funds from the university senate budget and made available to FAPC members as soon as possible.</i></p> <p><u>6 Nov 2015</u> <i>John R. Swinton did ensure that ten AAUP Redbooks (11th edition) were ordered using funds from the university senate budget and made available to FAPC members as soon as possible. The interested reader is directed to the Presiding Officer Report provided at the 6 Nov 2015 ECUS meeting for details.</i></p>

	<i>ensure that these books were purchased as soon as possible.</i>		
Elected Faculty Senator Oversight	<p><u>2 Oct 2015</u> <i>It was noted that the ECUS Calendar and Checklists document lists Share information on election expectations in academic units (colleges and library) with a letter to college deans and the university librarian 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.</i> <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><u>6 Nov 2015</u> Ultimately, Chavonda Mills sent the letters with appropriate appendices to the deans of the academic units (colleges and library) after providing ECUS members the opportunity to review the draft letters and appendices.</p>		<p><u>2 Oct 2015</u> <i>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.</i></p> <p><u>6 Nov 2015</u> John. R. Swinton did ensure that elected faculty senator oversight letters (with the typical supporting documents) were sent to the college deans and university librarian.</p>
VII. New Business Actions/Recommendations			
At-Large Election	It was noted that a recurring ECUS function is to administer the at-large election of an elected faculty senator and that this election must be implemented during February and completed		Chavonda Mills to draft an at-large election procedure for ECUS review.

	by March 1. Chavonda Mills accepted the invitation to draft an at-large election procedure for ECUS review. John R. Swinton offered to share the at-large election materials from 2014-2015 with Chavonda, an offer which she quickly accepted.		
Governance Calendar for 2016-2017	It was noted that a recurring ECUS function is to prepare a governance calendar (in this case for 2016-2017) by April 1. Craig Turner, John R. Swinton and Chavonda Mills indicated their interest in assisting with the preparation of a draft of the 2016-2017 governance calendar for ECUS review.		Craig Turner, John R. Swinton, and Chavonda Mills to ensure that a draft of the 2016-17 governance calendar is prepared for ECUS review.
Cancelling Meetings of the University Senate	<p>Given that there was no quorum at the 16 Oct 2015 meeting of the University Senate, a question of whether a formal procedure for cancelling meetings was raised. It was noted that the university senate bylaws permit ECUS to cancel meetings. The relevant University Senate bylaw is</p> <p><i>II. Section 3.A.1. <u>Frequency.</u> The University Senate shall have at least four regular meetings during the academic year, one in each of the months of September, November, February, and April, and at other times deemed necessary. The Executive Committee of the University Senate shall have the option of canceling a maximum of two of these four regular meetings should there be insufficient business for the meeting. By April 1, after consulting the University Calendar, the outgoing Executive Committee</i></p>		

	<p><i>shall announce and publicize the meeting dates, places and times for the regular meetings that are scheduled to occur during the following academic year. Changes to this schedule shall be announced and publicized by the Executive Committee within five (5) calendar days of the time at which the decision to change the schedule was made.</i></p> <p>After brief discussion, there was consensus among those present that the current bylaws were sufficient and no additional formal procedure to cancel university senate meetings was necessary at this time.</p>		
AAUP Redbooks for University Senate Leaders	<p>Recent practice has been to consider annually the purchase of AAUP Redbooks for the university senate leadership. This leadership group includes all members of ECUS and committee chairs. While a suggestion was to consider buying copies of the books to loan to university senate leaders during their terms of service, it was ultimately agreed that the book should be a token of appreciation to be kept by the individuals serving in these leadership positions. The ECUS members present agreed to allocate funds from the university senate budget to purchase 11th Edition AAUP Redbooks for all ECUS members and committee chairs (APC, CAPC, FAPC, RPIPC, SoCC, SAPC). John R. Swinton took a poll and found out that most members of ECUS already had the most current edition (11th) of the AAUP Redbook and noted that only two</p>		

	books (for Chavonda Mills and Jolene Cole) would need to be ordered for ECUS members.		
University Senate Electronic Presence Update Craig Turner	<p>John R. Swinton asked Craig Turner to provide an update on the electronic presence of the university senate. Craig shared that he had provided extensive feedback to the Enterprise Applications development team (James Carlisle, David Smith, Kelly Rickman). The issues are primarily editorial in nature and seem to be easy to remedy. That said, the draft electronic presence would benefit from other sets of eyes performing a review. A suggestion that the Standing Committee Chairs and ECUS members be credentialed to be able to test-drive the new electronic presence to offer feedback – particularly on entering a motion – was offered. The agreement was to check with standing committee chairs at the <i>6 Nov 2015 3:30p-4:45p meeting of ECUS with Standing Committee Chairs</i> to see if they are willing to assist in the review. The hope is that version 1 of the electronic presence will go live in January 2016.</p>		
VIII. Next Meeting (Tentative Agenda, Calendar)			
1. Calendar	<p>20 Nov 2015 @ 3:30pm Univ. Senate in A&S 2-72 04 Dec 2015 @ 2:00pm ECUS in 301 Parks 04 Dec 2015 @ 3:30pm ECUS-SCC in 301 Parks</p>		
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> <i>to adjourn the meeting</i> was made and seconded.	The motion to adjourn was approved and the meeting adjourned at 3:10 pm.	
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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	P					2	1	0	
Jolene Cole <i>EFS; Library, ECUS Member</i>	R	P	P					2	1	0	
Steve Dorman <i>University President</i>	P	R	R					1	2	0	
Chavonda Mills <i>EFS; CoAS; ECUS Vice-Chair</i>	P	P	P					3	0	0	
Lyndall Muschell <i>EFS; CoE; ECUS Member</i>	P	P	P					3	0	0	
Susan Steele <i>EFS; CoHS; ECUS Chair Emeritus</i>	P	P	P					3	0	0	
John R. Swinton <i>EFS; CoB; ECUS Chair</i>	P	P	P					3	0	0	
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P	P	P					3	0	0	