

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

MEETING DATE & TIME: 01 SEPTEMBER 2017; 2:00 –3:15

MEETING LOCATION: PARKS ADMINISTRATION BUILDING, ROOM 301

ATTENDANCE:

MEMBERS	“P” denotes Present, “A” denotes Absent, “R” denotes Regrets
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P	Alex Blazer (CoAS, ECUS Vice-Chair)	P	Will Hobbs (CoHS, ECUS Member)
P	Kelli Brown (Provost)	P	Chavonda Mills (CoAS, ECUS Chair Emeritus)
R	Jolene Cole (Library, ECUS Member)	P	Craig Turner (CoAS, ECUS Secretary)
P	Nicole DeClouette (CoE, ECUS Chair)	R	J.F. Yao (CoB, ECUS Member)
P	Steve Dorman (University President)		

GUESTS	Qiana Wilson (University Counsel)
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<i>Italicized text denotes information from a previous meeting.</i>	
*Plain text 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 Nicole DeClouette (Chair).		
II. Approval of Agenda	A <u>MOTION</u> 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 2017-2018 academic year, there were no ECUS minutes to review.		
IV. Reports	The following reports were invited.		
Presiding Officer Report	1. <u>Annual Governance Retreat Report</u> a. <u>Total Attendance</u> 65		

<p>Nicole DeClouette</p>	<p>b. <u>Retreat Evaluation</u> Thirty-eight participants completed the survey. These survey results have been archived to the 2017 Governance Retreat website on the Green Page with url provided here http://us.gcsu.edu/Retreat_17/index.htm</p> <p>c. <u>Financial Report</u></p> <ul style="list-style-type: none"> i. Rock Eagle \$2,537.50 ii. Printing \$482.91 iii. Transportation/Bus \$323.84 iv. TOTAL \$3,344.25 <p>2. <u>University Senate Representatives on University Committees and Task Forces</u></p> <ul style="list-style-type: none"> a. Nicole emailed the contact person for each committee and task force to inquire whether or not they need university senate representatives. b. Nicole is still working to fill the university senate representative positions on the following committees and task forces: <ul style="list-style-type: none"> o Mandatory Student Fee Committee (2 Faculty as the University Senate Representatives and 2 Staff Council Representatives) o Administrative Systems and Banner Advisory Committee (1) o Liberal Arts Council (1) o Representative from GC Retiree Council on University Senate (1) o Academic Technology Advisory Committee (1) o Strategic Plan Steering Committee (1) o Bookstore Innovation Group (1) o Risk Advisory Task Force (1) o Sustainability Council (1) <p>3. <u>Corps of Instruction List</u></p>		
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	<p>a. Nicole emailed Provost Brown on 25 Aug 2017 requesting the list be sent by 15 Sep 2017.</p> <p>b. Once received, the list will be forwarded to Alex Blazer, Chair of the Subcommittee on Nominations to proceed with drafting the apportionment for ECUS review.</p> <p>4. <u>University Curriculum Committee Ad Hoc Task Force</u> Presiding Officer conducted the election of this university senate representative and John Swinton was elected.</p> <p>5. <u>University Senate Budget</u></p> <p>a. \$5000.00 allocated annually</p> <p>b. \$3,344.25 was spent for the retreat.</p> <p>c. Available balance is \$1,655.75</p> <p>d. <u>ECUS Deliberation</u> President Dorman asked if the annual allocation of \$5000.00 was sufficient to meet the fiscal needs of the university senate. Past Presiding Officer Chavonda Mills noted that \$5000.00 was sufficient for 2016-2017 academic year. In light of this information, those present were in agreement that \$5000.00 was a sufficient allocation for the 2017-2018 academic year.</p>		
<p>Past Presiding Officer Report</p> <p>Chavonda Mills</p>	<p>Chavonda Mills indicated that she had nothing to report as Past Presiding Officer of the University Senate.</p>		
<p>Presiding Officer Elect Report</p> <p>Alex Blazer</p>	<p>1. <u>Subcommittee on Nominations (SCoN)</u> Since the 21 Apr 2017 University Senate meeting, a number of changes have been made to the slate of nominees that will be submitted as a motion for a vote at the 15 Sep 2017 university senate meeting.</p>		

	<ul style="list-style-type: none"> a. RPIPC: Michael Watson has replaced Haley Dingess as a Selected Staff Senator. b. RPIPC: Jessica Swain has replaced Bill Doerr as Staff Council Appointee. c. SAPC: Simplicie Tchamna has replaced Jeffrey Dowdy as a Volunteer. d. APC: Christina Smith has replaced Mariana Stoyanova as a Volunteer. <p>2. <u>USG Faculty Council (USGFC)</u></p> <ul style="list-style-type: none"> a. USGFC surveyed member institutions regarding their summer teaching policies over the summer. b. USGFC is clarifying its bylaws charge. c. USGFC wants member institutions to be aware of Learning Support Academy https://frontpage.gcsu.edu/announcement/usg-learning-support-academy. d. USGFC fall 2017 meeting will take place Fri 1 Dec 2017. e. <u>ECUS Deliberation</u> It was noted that the second position (the elected faculty senator position to attend meetings of the USGFC with a two-year term of service) on the USGFC was not successfully filled during 2016-17. Alex Blazer was charged to invite self-nominations from the new elected faculty senators (new meaning those elected faculty senators on the 2017-2018 university senate with a 2017-2020 term). 		
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 not present, there was no report.		

V. Information Items Actions/Recommendations			
University Senate Budgets Nicole DeClouette	<ol style="list-style-type: none"> 1. Foundation Account for university senate is now established and has a balance of \$0. 2. Balance The balance of the university senate budget (\$5000 allocation annually) is presently at \$1655.75. Anticipated expenditures include reimbursement of attendance expenditures to Alex Blazer for USG Faculty Council meetings during the 2017-18 academic year. 		
2017-2018 ECUS Secretary Nicole DeClouette	At the 2017 Governance Retreat ECUS breakout session, Nicole DeClouette conducted the election for the position of Secretary of the Executive Committee of the University Senate (ECUS). Craig Turner was elected.		
Subcommittee on Nominations (SCoN) Nicole DeClouette	At the 2017 Governance Retreat, Nicole DeClouette noted that one of the functions of the Executive Committee is to appoint the membership and chair of the Subcommittee on Nominations (SCoN). There is a minimal membership prescribed in the university senate bylaws: ECUS members, Standing Committee Chairs, the Subcommittee on the Core Curriculum Chair, the Student Government Association President, and the Staff Council Chair. In addition, recent practice has been to appoint the Presiding Officer Elect as SCoN Chair. The current Presiding Officer Elect, Alex Blazer, was receptive to this appointment.	The committee appointed the membership and chair of 2017-18 SCoN, specifically <ul style="list-style-type: none"> • Members the minimal membership prescribed in the university senate bylaws • Chair Alex Blazer 	
Standing Committee Officer Orientation (SCOO) Nicole DeClouette	Nicole DeClouette indicated a date for the Standing Committee Officer Orientation (SCOO) had been selected and was Fri 22 Sep. The time and location of this meeting will be shared with standing committee officers once the time is confirmed with standing committee chairs at today's ECUS-SCC meeting and the		

	location is confirmed via the pending R25 request.		
VI. Unfinished Business Review of Action & Recommendations, Provide updates (if any) to Follow-up			
ECUS Operating Procedures Nicole DeClouette	<p>The committee operating procedures for ECUS had been discussed during its committee session at the 2017 Governance Retreat. At that time, revisions to parts of the 2016-17 ECUS operating procedures were recommended. Specifically,</p> <ol style="list-style-type: none"> 1. <u>Throughout</u> updating the academic year from 2016-2017 to 2017-2018; 2. <u>Chair Duties</u> reword the <i>advertising university senate and committee meetings to university community</i> item; 3. <u>Communication</u> suppressing the list of officers to whom regrets should be extended; 4. <u>Quorum & Voting</u> A clarification of the voting status of ECUS members. <p>Nicole DeClouette had been charged to update these operating procedures for ECUS Review and had circulated a revised draft for ECUS review with the agenda of this meeting. Nicole DeClouette reviewed the proposed revisions that she had drafted for ECUS review since the retreat. Specifically,</p> <ol style="list-style-type: none"> 1. <u>Throughout</u> updating the academic year from 2016-2017 to 2017-2018. Nicole noted the academic year in the footer was still 2016-17 and required updating to 2017-18. 2. <u>Chair Duties</u> A revision to the sixth bullet was proposed as <i>Ensure committee meeting times and meeting</i> 	The ECUS committee operating procedures were unanimously adopted as revised by voice vote with no dissenting vote.	Nicole DeClouette shall update the academic year in the footer and add the missing periods then forward the final draft as revised of the 2017-2018 Operating Procedures to Craig Turner for archiving on the university senate websites.

	<p><i>agenda are advertised on the University Senate website.</i></p> <p>3. <u>Communication</u> A revision to the second bullet was proposed as <i>Notify the committee chair and secretary to extend regrets prior to scheduled committee meetings.</i></p> <p>4. <u>Quorum & Voting</u> A revision to the second bullet was proposed as <i>The voting status of each member of ECUS is articulated in the University Senate Bylaws.</i></p> <p>5. <u>Missing Periods</u> It was noted from the floor that there were some missing periods in the draft (without specification of exact places in the document) and Nicole DeClouette was charged to insert them.</p>		
<p>University Senate Composition</p> <p>Nicole DeClouette</p>	<p>1. Nicole DeClouette noted the source of this issue was the identification of the tension between the <i>number of elected faculty senators</i> and the <i>number of elected faculty senator positions on university senate committees</i>. Recent practice to relieve this tension has been to find an elected faculty senator on SoCC willing to also serve on CAPC to meet the bylaws requirements pertinent to elected faculty senators. At present, Mary Magoulick is serving on both SoCC and CAPC. The interested reader is directed to the 31 Mar 2017 ECUS minutes for more details including ideas that were proposed during 2016-17 for consideration to relieve this tension.</p> <p>2. In light of the current development of the university curriculum committee and the uncertainty of the university curriculum committee's impact on the continuation of</p>		

	<p>CAPC and SoCC, a recommendation to postpone consideration of this issue until there is more certainty – which is anticipated by January 2018 – was offered from the floor. There was no dissenting voice to this recommended course of action.</p> <p>3. There were brief conversation threads indicating that CAPC would almost certainly persist to review, develop and amend curricular policy and curricular assessment, the latter being the A of CAPC (Curriculum and Assessment Policy Committee).</p>		
<p>Appeals Process for Decisions of University Senate Committees</p> <p>Nicole DeClouette</p>	<p>Nicole DeClouette reminded those present that as part of his narrative response to Motion 1617.CAPC.020.C, President Dorman stated <i>Finally, I charge the ECUS of the University Senate to consider an appeals process whereby decisions made by the various committees of the University Senate may be considered for appeal.</i></p> <p>This appeals process had been discussed at the 2017 Governance Retreat with the conclusion that there already exist channels of appeal. This retreat session had been co-facilitated by Nicole DeClouette and Chavonda Mills. Nicole DeClouette provided a synopsis of the findings of the session.</p> <p>1. The university senate bylaws already provide a process by which three university senators can bring items to ECUS for steering to a committee and possibly result in consideration by the university senate as a committee of the whole. (See University Senate Bylaws IV.Section1)</p> <p>2. All votes coming out of committees be reported; this includes recommendations</p>		<p>Nicole DeClouette to draft language of this appeals process in consultation with the University Senate Parliamentarian John Sirmans for inclusion in university senate bylaws as well as review and offer recommended revisions (if any) to the language pertaining to the consent agenda routinely included on university senate agendas.</p>

	<p>for a proposal and recommendations against a proposal.</p> <ol style="list-style-type: none"> i. Recommendation for a proposal will come to the university senate floor either as a formal motion or as an informational item on the consent agenda. ii. Recommendation against a proposal will come to the university senate floor on the consent agenda. A single university senator may remove an item from the consent agenda to be considered separately. iii. This way each vote will be recorded and will provide a way for the university senate to advise the President. <p>A proposal from the floor was made that Nicole DeClouette consult with University Senate Parliamentarian John Sirmans to draft language articulating the appeals process for inclusion in the university senate bylaws as well as review and offer recommended revisions (if any) to the language pertaining to the consent agenda routinely included on university senate agendas. Those present endorsed this proposal with no dissenting voice.</p> <p>Finally, it was noted this information would be shared with standing committee chairs at the ECUS-SCC meeting immediately following this meeting inviting and incorporating their feedback.</p>		
<p>University Senate Bylaws Nicole DeClouette</p>	<p>Nicole DeClouette reminded those present that as part of his narrative response to Motion 1617.CAPC.020.C, President Dorman stated <i>With this decision, I also charge the current presiding officer of the University Senate for</i></p>		<ol style="list-style-type: none"> 1. Will Hobbs to draft alternative wording to policy-recommending or policy-making and

	<p><i>Fall 2017 and the former presiding officer (2016-17) to meet with the University General Counsel during the summer and prepare for the University Senate reading at its first meeting during the retreat this August, a bylaws of the University Senate that fully aligns with the higher order documents: BOR Policy and Institutional Statutes, paying special attention to the role of the University Senate in curricular matters as prescribed by the higher order documents.</i></p> <p>University Counsel Qiana Wilson was present to field questions on a draft of proposed university senate bylaws revisions – including narrative to indicate the rationale pertaining to the compliance with higher order documents – that Qiana Wilson had prepared which Nicole DeClouette had circulated prior to the meeting with the meeting agenda.</p> <ul style="list-style-type: none"> • On page 6, pertaining to CAPC Scope, it was noted that the curricular review function of CAPC was still present in the draft. After some discussion, the proposal supported by those present with no dissenting voice was to replace <i>In addition to its policy recommending function, this committee shall be responsible for reviewing and approving proposals to create or deactivate certificates, concentrations, degree programs, and minors, as well as the periodic review of general education requirements and learning outcomes. This committee also provides advice, as appropriate, on procedural matters relating to curriculum and academic assessment.</i> with 		<p>forward it to Qiana Wilson.</p> <ol style="list-style-type: none"> 2. Craig Turner was charged to draft language addressing voting restrictions on academic matters and forward it to Qiana Wilson. 3. Nicole DeClouette to provide clear deadlines for feedback when the draft is disseminated to all university senate committee members for review. 4. Nicole DeClouette to ensure the first reading can occur at the 20 Oct 2016 university senate meeting.
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	<p><i>In addition to its policy recommending function, this committee shall also provide advice, as appropriate, on procedural matters relating to curriculum and academic assessment.</i></p> <ul style="list-style-type: none">○ A clarification was requested regarding whether CAPC would retain this curricular review function as the details (charge, composition, etc.) of the university curriculum committee are being developed.○ President Dorman noted that Provost Brown could name a group (possibly CAPC) as the <i>university curriculum committee in proxy</i> until such time as the university curriculum committee is launched.○ An observation from the floor noted that current bylaws of the university senate are in force – which would include the curricular review function of CAPC – until a bylaws revision is recommended by the university senate and approved by the University President.● On page 5, a clarification of the rationale for autonomy of IRB and intellectual property committees was requested as this autonomy was the justification for striking <i>intellectual property, human subjects and research</i> from the APC scope. The clarification offered was that there were various federal and state laws as well as BoR policies that were the justification, among them the cited 45 CFR 46.		
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	<ul style="list-style-type: none">• An editorial suggestion emerged from the floor to replace <i>be concerned with</i> with <i>review and recommend</i> in scopes of APC, CAPC, FAPC, RPIPC, SAPC.• On page 1, a clarification for the rationale of striking <i>The University Senate is endowed with all the legislative powers and authority of the University Faculty</i> was requested. The rationale offered was the concern of the universal (all) endowment of legislative powers from university faculty to university senate.• On page 1, it was noted that <i>policy-making</i> was proposed to be replaced by <i>policy-recommending</i> and it was thought that alternative wording might be considered. While all agreed that regardless of the wording, all actions of university senate are subject to approval of the university president, there was some desire to find alternative wording. When no specific alternative from the floor was immediately forthcoming, Will Hobbs agreed to draft some alternative wording and send it to Qiana Wilson.• It was noted from the floor that a restriction of voting on academic matters to faculty was not among the proposed revisions. Conversation points included<ul style="list-style-type: none">○ whether to restrict voting to corps of instruction faculty or elected faculty senators on such matters (noting some presidential appointees are corps of instruction faculty and not		
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elected faculty senators) with no clear consensus for which to adopt

- how to define academic matters, with a proposal being the six areas from the AAUP *Statement on Government of Colleges and Universities* and not exclusively defined as motions sponsored by academic committees (APC, CAPC, FAPC). the primary interest being to ensure academic matters emerging from the university senate floor (transcending such motions) be included

As no satisfactory language emerged from the floor, Craig Turner was charged to draft language addressing voting restrictions on academic matters and forward it to Qiana Wilson.

Next Steps

- It was noted that at the governance retreat, there was a promise made to circulate a draft of proposed bylaws revisions to all members of all university senate committees providing them an opportunity to review the draft and offer feedback.
- Given the charge of President Dorman to address these revisions at the first meeting of University Senate (scheduled for 15 Sep 2017), this review seemed implausible.
- President Dorman noted that he was satisfied that due diligence is being applied to the preparation of the draft and granted permission to postpone the first reading of the proposed bylaws revisions to the 20 Oct 2017 university

	<p>senate meeting allowing time for a review as promised during the retreat.</p> <ul style="list-style-type: none"> • There were recommendations from the floor that Nicole DeClouette provide clear deadlines for feedback when the draft is disseminated to all university senate committee members for review to ensure the first reading can occur at the 20 Oct 2016 university senate meeting. • Finally, it was noted that this draft including proposed revisions would be informed with further deliberation and consultation with standing committee chairs at the ECUS-SCC meeting immediately following this meeting. 		
VII. New Business Actions/Recommendations			
Elected Faculty Senator Election Oversight Nicole DeClouette	<ol style="list-style-type: none"> 1. Nicole DeClouette indicated that she has requested the Corps of Instruction list from the Office of Academic Affairs by contacting the Provost by email. According to the university senate bylaws, this list is to be supplied to ECUS by 15 Sep. 2. Once received, Nicole DeClouette will forward this list to Alex Blazer (Chair of the Subcommittee on Nominations) to prepare a draft of the apportionment for ECUS review. This apportionment review would ideally take place at the 6 Oct 2017 ECUS meeting. 		
Committee Slate Motion Nicole DeClouette	Nicole DeClouette noted that there will be a motion sponsored by the Subcommittee on Nominations providing the replacements necessary to keep the university senate committees fully populated. Nicole asked if the new practice should be to place this type of motion on the consent agenda. Those present		

	agreed and <i>avored the placement of this type of motion on the consent agenda</i> with no dissenting voice.		
University Senate Representatives Nicole DeClouette	<ol style="list-style-type: none"> 1. Nicole DeClouette noted that the inventory of university committees or university task forces desiring one or more university senate representatives is in preparation. Nicole DeClouette is presently contacting point persons of these groups to determine/clarify their needs. 2. Nicole DeClouette noted that she had conducted the election of the university senate representative to the University Curriculum Committee Task Force. John Swinton was the successful candidate. 		
VIII. Next Meeting (Tentative Agenda, Calendar)			
1. Calendar	<p>15 Sep 2017 @ 2:00pm Univ. Senate A&S 2-72 06 Oct 2017 @ 2:00pm ECUS Parks 301 06 Oct 2017 @ 3:30pm ECUS-SCC Parks 301</p>		
2. Tentative Agenda	Some of the deliberation today may have generated tentative agenda items for future ECUS and ECUS-SCC meetings.		Nicole DeClouette to ensure that such items (if any) are added to agenda of a future meeting of ECUS or ECUS-SCC.
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 3:17 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: NICOLE DECLOUETTE (CHAIR), ALEX BLAZER (VICE-CHAIR), CRAIG TURNER (SECRETARY)

ACADEMIC YEAR: 2017-2018

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 and Sciences, CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences										
	Meeting Dates	9/1/2017	10/6/2017	11/3/2017	12/1/2017	2/2/2018	3/2/2018	3/30/2018	Present	Regrets	Absent
Alex Blazer <i>EFS; CoAS; ECUS Vice-Chair</i>	P								1	0	0
Kelli Brown <i>Provost</i>	P								1	0	0
Jolene Cole <i>EFS; Library; ECUS Member</i>	R								0	1	0
Nicole DeClouette <i>EFS; CoE; ECUS Chair</i>	P								1	0	0
Steve Dorman <i>University President</i>	P								1	0	0
Will Hobbs <i>EFS; CoHS; ECUS Member</i>	P								1	0	0
Chavonda Mills <i>EFS; CoAS; ECUS Chair Emeritus</i>	P								1	0	0
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P								1	0	0
J.F. Yao <i>EFS; CoB; ECUS Member</i>	R								0	1	0

CHAIRPERSON SIGNATURE _____ DATE _____ -(Including this Approval by chair at committee discretion)