

2013-2014 University Senate
Minutes for the 25-Oct-2013 Meeting

University Senate Officers: Presiding Officer Lyndall Muschell, Presiding Officer Elect Susan Steele, Secretary Craig Turner

PRESENT Angel Abney, Susan Allen, Kay Anderson, Andrei Barkovskii, Alex Blazer, Kelli Brown, Scott Butler, Jan Clark, Carrie Cook, Benjamin Davis, David de Posada, Donovan Domingue, Steve Dorman, Douglas A. Goings, Maureen Horgan, Amanda Jarriel, Josh Kitchens, Beth McCauley, Daniel McDonald, Lyndall Muschell, Amy Pinney, Jason Rich, Mike Rose, Doreen Sams, Costas Spirou, Doc St. Clair, Susan Steele, Amy Sumpter, John R. Swinton, Tom Toney, Craig Turner, Carol Ward, Catherine Whelan, Stephen Wills, James J. Winchester, Howard Woodard.

ABSENT Bill Fisher, Deborah MacMillan, Michael Murphy, Sarah Rose Remmes, Vicky Robinson.

REGRETS Victoria Deneroff, Victoria Ferree, Macon L. C. McGinley, Cara Meade, Julia Metzker, William Miller, Leslie Moore, Holley Roberts, Timothy Smith.

GUESTS Nicole DeClouette *Assistant Professor, Department of Special Education and Education Leadership*
Kristin English *Assistant Professor of Mass Communications*
Sean Espinosa *Special Projects Coordinator, Student Government Association*
Ken Farr *Chair, Department of Economics and Finance*
Jenny Harris *User Engagement Librarian*
Carly Jara *Graduate Assistant of the 2013-2014 University Senate*
Steve Jones *Director of the Center for Engaged Learning, Teaching and Scholarship*
Nancy Mizelle *Professor of Middle Grades Education*
Wendy Mullen *Professor of Music*
Tom Ormond *Associate Provost*
Bob Orr *Chief Information Officer*
John Sirmans *Parliamentarian of the 2013-2014 University Senate*
Evelyn Thomas *Administrative Assistant to the Dean of the College of Health Sciences*
Lauren Thompson *Student*
Pat Wilkins *Special Assistant to the Senior Vice President*
J.F. Yao *Professor of Computer Science*

CALL TO ORDER: Lyndall Muschell, Presiding Officer of the 2013-2014 University Senate, called the meeting to order at 2:00 p.m.

AGENDA: A **MOTION** to approve the agenda was made and seconded. The agenda was approved as circulated.

MINUTES: A **MOTION** to approve the minutes of the 13 Sep 2013 meeting of the 2013-2014 University Senate was made and seconded. A draft of these minutes had been circulated by university senate secretary, Craig Turner, to the university senate by email for review with no revisions. The minutes were approved as circulated.

MINUTES (POSTING DELAY): Craig Turner announced that he

1. was unable to post the minutes due to a glitch in the minutes.gcsu.edu system preventing his login, and
2. would post the minutes as soon as this glitch was resolved.

PRESIDENT'S REPORT: President Steve Dorman

1. **INTERIM VICE PRESIDENT FOR FINANCE AND ADMINISTRATION**

- a. As most of you are aware, University System of Georgia Chancellor Hank Huckaby recently named Dr. Paul Jones as the interim president of Darton State College. The appointment was effective on Monday, October 21, 2013. We are all very proud of Dr. Jones and I am personally confident that he will do an outstanding job in this interim role for the USG.

- b. In his absence, Ms. Susan Allen will assume the position of interim vice president for finance and administration. I know that her thorough knowledge of Georgia College and her expertise in financial systems will provide us with a steady hand through this transitional period.
- c. We will be making decisions regarding these positions for longer term in the near future.

2. **DATA INFORMATION SECURITY RELEASE**

- a. On October 11, 2013, Georgia College was notified of an unintentional release of the personal information of a number of individuals whose information was stored in an Excel file in the possession of the university. The file is a listing of individuals who registered to take the Georgia Assessments for the Certification of Educators examination at Georgia College prior to 2009.
- b. Upon investigation, Georgia College has concluded that the information in the file was posted to DocStoc.com. The document has been accessed 144 times since it was uploaded on May 7, 2013.
- c. Georgia College Division of Information Technology officials immediately notified DocStoc.com to request the removal of the file. GC has received assurances from DocStoc.com that they have removed the file.
- d. I ask each of you to review the Information Security Policies and Procedures that are posted on the Information Technology website at <http://www.gcsu.edu/technology/policies.htm> . If you need additional information or assistance, I urge you to contact Hance Patrick, Georgia College's IT Security and Projects Manager, at extension 6354.
- e. We are personally responsible for all of the data with which we work. When that data includes important, private information of individuals that could be misused, we must be especially vigilant in ensuring that information's security.
- f. I want to thank Dr. Bob Orr and his staff for their diligent and swift work and advice on how to deal with this important issue for the university.

3. **VICE PRESIDENT OF UNIVERSITY ADVANCEMENT (VPUA) SEARCH**

- a. I have asked Mr. Wendell Staton to continue forward with leading our search for the new Vice President for University Advancement. That committee has been working diligently with our search consultants. They have concluded airport interviews and reference checks and have recommended and invited three individuals to interview on campus in the next two weeks.
- b. The vitae of each candidate will be released 24 hours prior to their campus visit and will be posted on the VPUA search website to allow the university community the opportunity to review the materials in advance of their visit.
- c. In addition, I would like to encourage you to attend the open forums for each of the candidates. These open forums will be held from 11:00-12:00 in the Pat Peterson Museum Education Room on the dates below:
 - i. Candidate 1 – Tuesday, October 29th
 - ii. Candidate 2 – Thursday, October 31st
 - iii. Candidate 3 – Tuesday, November 5th
- d. I hope that you will make an effort to attend and encourage your colleagues to attend and participate in these the open forums and complete the evaluation materials for each candidate.

4. **OPEN ENROLLMENT NOVEMBER 11-22, 2013**

- a. The USG Open Enrollment for your benefits that will become effective January 1, 2014 will be Nov 11 – Nov 22, which is two weeks shorter than in the past. In previous years, if you didn't have a change in your benefits you didn't have to do anything in ADP. **This year is different and you must go into ADP and make selections.**
- b. A couple of important points:
 - i. Health Insurance...Tobacco User Surcharge. This year if you DO NOT indicate that you are a non-tobacco user, the system will default to TOBACCO USER and you will be charged a \$50 per month non-refundable surcharge until the change is made.
 - ii. We will have new providers for all other benefits and you must make your selections, as well as, enter your beneficiary information.

- c. You have received an invitation to the Benefits & Wellness Fair next week and I encourage you and your colleagues to attend. On Thursday, in the Magnolia Ballroom, the providers will be available to answer questions you may have. Human Resources (HR) will also be there and available throughout the Open Enrollment period to assist you.
5. **FY15 BUDGET HEARINGS**
- a. We will conduct the annual budget hearings on November 20, 2013 which will set the stage for the fiscal year 2015 budget.
 - b. In the interest of transparency and shared governance, you need to know that you are invited to attend these hearings.
 - c. You are also encouraged to know that preparations are being made by your college and department administrators to respond and present needs at this hearing.
 - d. I encourage you to become involved in your local processes and in the university process that is meant to be open and transparent.
6. **BOARD OF REGENTS MEETING (OCTOBER 2013)**
- a. As most of you know, the Board of Regents met on our campus earlier this month.
 - b. Let me say that I had many very positive responses from the chancellor and his staff, the regents and other presidents about our preparations and planning for their visit.
 - c. I want to publicly thank each of you and those in the organizations that you represent for your good work and for representing us so well during that visit.
7. **FACULTY FRIDAY**
- a. As you know we have continued the Faculty Friday tradition. I hope all of the faculty will come out to the Faculty Friday event this afternoon.
 - b. We have merged the Faculty Friday event this semester with a tailgate event at the Centennial Center. We will have tailgate food from 4:30 - 6:00 followed by the Volleyball game at 6:00.
8. **QUESTIONS?**
- Q1 Have all of the students (individuals) been notified of the breach of information?
- A1 (President Dorman and Chief Information Officer Bob Orr):
- We are in the process of notifying individuals. They will receive letters that will contain information about the breach and an offer of a process to ensure security.
 - There are regulations governing the information that is to be provided to individuals whose information has been compromised.
 - While we were not required to provide remediation (credit and identity protection) we thought it was the right thing to do and because the file had been accessed so many (144) times, we thought it important to do this. There will be a cost to providing this service to the more than 3000 individuals who had information in this file.
 - This further underscores the importance of protecting the privacy of individuals' information that we have in our possession.

PROVOST'S REPORT: Provost Kelli Brown

1. **ASSISTANT VICE PRESIDENT OF INTERNATIONAL EDUCATION SEARCH**

- a. This search is being chaired by Dr. Catherine Whelan.
- b. Open Forums for the campus visits of candidates for the Assistant Vice President of International Education and Director of the International Education Center position are scheduled for
 - i. Tuesday October 29, 11:00-11:45 a.m., Atkinson Hall 202 (Dr. Fabienne Chauderlot)
 - ii. Monday November 4, 11:45-12:30 p.m., Atkinson Hall 202 (Dr. Dallas Kenny)
- c. I hope that you will make an effort to attend and encourage your colleagues to attend and participate in these the open forums and complete the evaluation materials for each candidate.
- d. Search Committee Chair Catherine Whelan interjected to note that she will attempt to reschedule the Tuesday October 29 campus forum so that it is not in conflict with the open forum for VPUA

Candidate One advertised by President Dorman. An email announcement will be made to the university community if this forum is rescheduled.

2. **POLICIES, PROCEDURES AND PRACTICES MANUAL (PPPM)**
 - a. The revised PPPM can now be accessed via <http://www.gcsu.edu/policies>
 - b. A memo to senate members provides an overview of the PPPM revision process to date. This memo is attached to these minutes as a supporting document.
3. **SACS COC**
 - a. The SACS COC compliance report will be reviewed November 5-8, 2013 by the offsite committee.
4. **QUALITY ENHANCEMENT PLAN (QEP)**
 - a. The QEP is beginning to take shape.
 - b. The Academic Policy Committee (APC) is bringing a resolution to the university senate floor today.

COMMITTEE REPORTS: The following committee reports were given.

1. **CURRICULUM AND ASSESSMENT POLICY COMMITTEE (CAPC)** – Angel Abney for Cara Meade
Officers: Chair Cara Meade, Vice-Chair Angel Abney, Secretary Deborah MacMillan
 - a. **MOTION 1314.CAPC.002.C (NEW CONCENTRATION IN COMPUTER SCIENCE)** On behalf of the committee, Angel Abney presented the motion: *To approve a new concentration in Computer Science, as proposed by the department of Information Systems and Computer Science (ISCS). Information regarding the proposal for a concentration in Information Internetworks is outlined in the supporting documents.*
 - i. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1314.CAPC.002.C, accessible in the online motion database, was displayed on the big screen. There was one supporting document provided.
 - 1) *Documentation of CS concentration* A pdf file documenting reviews of the proposal by the department, college curriculum committee, college dean, and CAPC as well as the concentration details.
 - ii. **CONTEXTUAL INFORMATION** Angel Abney shared the following information.
 - 1) Semester Away in Information Internetworks
 - a) 12 hours completed at Georgia Tech (GT)
 - b) Students must have a minimum 3.4 GPA
 - c) Fall of student's senior year
 - d) Courses taken at GT must be completed with a C or better to count towards the Concentration
 - 2) No additional resources, funding, or staff required.
 - 3) Requires approval of academic advisor and department chair
 - 4) Rationale: Students receive an official designation approved by GC that will appear on their transcript, which is an advantage for applying for graduate admission in CS at GT. Students participating in this program can experience all the benefits of being at GT while still being students at GC.
 - iii. **DISCUSSION** There was no discussion.
 - iv. **SENATE ACTION** Motion 1314.CAPC.002.C was *approved* with no discussion.
 - b. **MOTION 1314.CAPC.003.C (NEW CONCENTRATION IN COMPUTER SCIENCE)** On behalf of the committee, Angel Abney presented the motion: *To approve a new concentration in Computer Science, as proposed by the department of Information Systems and Computer Science (ISCS). Information regarding the proposal for a concentration in People is outlined in the supporting documents.*
 - i. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1314.CAPC.003.C, accessible in the online motion database, was displayed on the big screen. There was one supporting document provided.

- 1) *Documentation of CS concentration* A pdf file documenting reviews of the proposal by the department, college curriculum committee, college dean, and CAPC as well as the concentration details.
- ii. **CONTEXTUAL INFORMATION** Angel Abney shared the following information.
 - 1) Semester Away in People
 - a) 12 hours at Georgia Tech (GT)
 - b) Students must have a min 3.4 GPA
 - c) Fall of student's senior year
 - d) Courses taken at GT must be completed with a C or better to count towards the Concentration
 - 2) No additional resources, funding, or staff required.
 - 3) Requires approval by academic advisor and department chair
 - 4) Rationale: Students receive an official designation approved by GC that will appear on their transcript, which is an advantage for applying for graduate admission in CS at GT. Students participating in this program can experience all the benefits of being at GT while still remaining students at GC.
- iii. **DISCUSSION** There was brief discussion on the name of the concentration.
 - 1) Dr. J.F. Yao, Professor of Computer Science, pointed out that the concentration name should be *Human and Computer Interface Design* rather than *People*.
 - 2) This revision to the concentration name was adopted as a correction to the supporting documentation by acclamation.
- iv. **SENATE ACTION** Motion 1314.CAPC.003.C was *approved as amended* with no further discussion. The motion text as adopted is *To approve a new concentration in Computer Science, as proposed by the department of Information Systems and Computer Science (ISCS). Information regarding the proposal for a concentration in Human and Computer Interface Design is outlined in the supporting documents.*
- c. **MOTION 1314.CAPC.004.C (NEW CONCENTRATION IN ECONOMICS)** On behalf of the committee, Angel Abney presented the motion: *To approve a new concentration in Economics, as proposed by the department of Economics and Finance. Information regarding the proposal for a concentration in Financial Economics is outlined in the supporting documents.*
 - i. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1314.CAPC.004.C, accessible in the online motion database, was displayed on the big screen. There was one supporting document provided.
 - 1) *Documentation of Econ. concentration* A pdf file documenting reviews of the proposal by the department, college curriculum committee, college dean, and CAPC as well as the concentration details.
 - ii. **CONTEXTUAL INFORMATION** Angel Abney shared the following information.
 - 1) Financial Economics Concentration
 - a) Currently an informal recommendation in the department for BA & BS degree seeking students
 - b) Rationale: Help those majoring in Economics to develop a more specific program of study based on their future plans and to be able to list this information officially on their transcript.
 - c) Concentration is a repackaging of existing courses.
 - d) No additional resources, funding, or staff required.
 - iii. **DISCUSSION** There was no discussion.
 - iv. **SENATE ACTION** Motion 1314.CAPC.004.C was *approved* with no discussion.
- d. **MOTION 1314.CAPC.005.C (NEW CONCENTRATION IN ECONOMICS)** On behalf of the committee, Angel Abney presented the motion: *To approve a new concentration in Economics,*

as proposed by the department of Economics and Finance. Information regarding the proposal for a concentration in International Economics is outlined in the supporting documents.

- i. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1314.CAPC.005.C, accessible in the online motion database, was displayed on the big screen. There was one supporting document provided.
 - 1) *Documentation of Econ. concentration* A pdf file documenting reviews of the proposal by the department, college curriculum committee, college dean, and CAPC as well as the concentration details.
- ii. **CONTEXTUAL INFORMATION** Angel Abney shared the following information.
 - 1) International Economics Concentration
 - a) Currently an informal recommendation in the department for BA & BS degree seeking students
 - b) Rationale: Help those majoring in Economics to develop a more specific program of study based on their future plans and to be able to list this information officially on their transcript.
 - c) Concentration is a repackaging of existing courses.
 - d) No additional resources, funding, or staff required.
 - iii. **DISCUSSION** There was no discussion.
 - iv. **SENATE ACTION** Motion 1314.CAPC.005.C was *approved* with no discussion.
- e. **MOTION 1314.CAPC.006.C (NEW CONCENTRATION IN ECONOMICS)** On behalf of the committee, Angel Abney presented the motion: *To approve a new concentration in Economics, as proposed by the department of Economics and Finance. Information regarding the proposal for a concentration in Financial Economics is outlined in the supporting documents.*
 - i. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1314.CAPC.006.C, accessible in the online motion database, was displayed on the big screen. There was one supporting document provided.
 - 1) *Documentation of Econ. concentration* A pdf file documenting reviews of the proposal by the department, college curriculum committee, college dean, and CAPC as well as the concentration details.
 - ii. **CONTEXTUAL INFORMATION** Angel Abney shared the following information.
 - 1) Public Economics Concentration
 - a) Currently an informal recommendation in the department for BA & BS degree seeking students
 - b) Rationale: Help those majoring in Economics to develop a more specific program of study based on their future plans and to be able to list this information officially on their transcript.
 - c) Concentration is a repackaging of existing courses
 - d) No additional resources, funding, or staff required.
 - iii. **DISCUSSION** There was no discussion.
 - iv. **SENATE ACTION** Motion 1314.CAPC.006.C was *approved* with no discussion.
 - f. **Proposed Revisions to the University Senate Bylaws**
 - i. CAPC also voted to endorse a proposal to revise the University Senate Bylaws that pertain to the Subcommittee on the Core Curriculum (SoCC). The purpose is to have a more representative membership on this committee.
 2. **SUBCOMMITTEE ON CORE CURRICULUM** (SoCC) – John Swinton
Officers: Chair John Swinton, Vice-Chair Amy Sumpter, Secretary Kay Anderson
 - a. **Meetings**
 - i. SoCC has met five times since the last University Senate meeting.
 - b. **Section Approvals**
 - i. GC1Y Swansonomics

- ii. GC2Y Iranian post 1979 Cinema
 - c. **Global overlays**
 - i. CHEM 2920, PSYC 3500
 - d. **Revisions to SoCC Forms**
 - i. SoCC has approved revisions of the Global Overlay submission form, the GC1Y submission form, and the GC2Y submission form
 - ii. Hard copies of these forms were distributed to University Senators. *A scanned copy of this handout is a supporting document attached to these minutes.*
 - iii. After a test run of the forms, SoCC found the information gathered better answered key questions concerning the appropriateness of the submissions as either the GC1Y and GC2Y courses or as Global overlays.
 - e. **University Senate Bylaws Revisions**
 - i. As promised at the last university senate meeting, SoCC considered proposed amendments to the University Senate Bylaws to ensure better representation on SoCC.
 - ii. These proposed amendments were sent to CAPC for consideration.
 - iii. I will say more concerning them if and when they come to the University Senate for consideration.
 - f. **Global Overlays outside of the Core**
 - i. Finally, the Committee considered a suggestion that Global Overlays outside of the Core be expanded to allow programs to propose courses that considered cultural comparisons instead of geographically defined comparisons.
 - ii. We have been informed that the Diversity Task Group is considering a proposal to include a diversity component to the Global Overlay requirement.
 - iii. Our goal is to make the current requirement that all of our students have the opportunity to have three meaningful Global/Multicultural/Diversity overlay experiences available to them regardless of their major.
 - iv. We have asked CAPC to discuss this proposal.
3. **FACULTY AFFAIRS POLICY COMMITTEE (FAPC) – Alex Blazer**
Officers: Chair Alex Blazer, Vice-Chair Tom Toney, Secretary Bill Fisher
- a. **MOTION 1314.FAPC.001.O (STUDENT RATINGS OF INSTRUCTION SYLLABUS STATEMENT)** On behalf of the committee, Alex Blazer presented the motion: *To endorse the FAPC recommendation to the Provost that the Student Opinion Survey statement currently required on course syllabi be replaced with the Student Rating of Instruction Survey statement articulated in the supporting document.*
 - i. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1314.FAPC.001.O, accessible in the online motion database, was displayed on the big screen. There was one supporting document provided.
 - 1) *Student Rating of Instruction Survey* MSWord file documenting the proposal details including the current and proposed syllabi statements.
 - ii. **CONTEXTUAL INFORMATION** Alex Blazer shared the following information.
 - 1) Coincident with the transition of student opinion surveys from paper-n-pencil to an online format, a required syllabus statement was added to encourage students to complete these surveys.
 - 2) With the recent transition from the home-grown online SOS (Student Opinion Survey) to the IDEA SRoI (Individual Development and Educational Assessment Student Ratings of Instruction), a proposed revision to the required syllabus statement was steered to FAPC for consideration.
 - 3) The FAPC review significantly streamlined the proposed syllabus statement shortening it to a lean three sentences.

- 4) In summary, the new statement updates obsolete terminology and compresses wordy and repetitive language.
- iii. **DISCUSSION** The discussion included questions of clarification from the floor fielded by Alex Blazer, FAPC Chair.
- 1) **Q1** Was the removal of the sentence *In addition, instructors will not see any results of the opinion survey until after final grades are submitted to the University* from the current statement intentional?
A1 Yes, FAPC members felt the use of the phrase *All responses are completely confidential* subsumed the need for including that sentence explicitly.
 - 2) **Q2** Where are existing required syllabus statements archived?
A2 At <http://www2.gcsu.edu/policies/overall/syllabus-for-course-require.htm> , a link in the supporting document under the section entitled *Related Policies*.
A2. Clarification (inserted by Craig Turner during minutes preparation) *While the link to the PPPM language was correct at the time the motion was submitted, the link is no longer active given the release of the revised PPPM as mentioned in the Provost's Report. The updated link to this information in the PPPM is <http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Faculty-Rights-and-Responsibilities/Faculty-Work-Requirements/Syllabus-Requirements> (Note these required syllabus statements are also found using a much shorter link maintained by the University Registrar – see the answer to the next question.)*
 - 3) **Q3** Must faculty members include these syllabus statements explicitly?
A3 No, a link can be used instead (by Motion 1213.APC.001.P). This link is <http://www.gcsu.edu/registrar/syllabus.htm> and takes one to the required syllabus statement archive maintained at the website of the University Registrar's Office.
 - 4) **Q4** What are the current and proposed statements?
A4 The current statement is ***Student Opinion Surveys statement***
Given the technological sophistication of Georgia College students, the student opinion survey is being delivered through an online process. Your constructive feedback plays an indispensable role in shaping quality education at Georgia College. All responses are completely confidential and your name is not stored with your responses in any way. In addition, instructors will not see any results of the opinion survey until after final grades are submitted to the University. An invitation to complete the online opinion survey is distributed to students near the end of the semester. Your participation in this very important process is greatly appreciated.
The proposed statement is ***Student Rating of Instruction Survey*** *Near the end of the semester, you will be asked to complete an online survey. Your responses are valued because they give important feedback to instructors to help improve student learning. All responses are completely confidential and your name is not stored with your responses in any way.*
- iv. **SENATE ACTION** Following the disposition of the questions of clarification, Motion 1314.FAPC.001.O was *approved* with no further discussion.
- v. **FOLLOW-UP SUGGESTION** Following the passing of the motion, a question from a floor offered a suggestion to replace the word *confidential* with the word *anonymous*. Alex Blazer noted that instructors who ask students to do a lot of writing may in fact be able to identify students from their writing style so that the use of the word *anonymous* may not always be accurate. As the consideration of effecting this change (replacing *confidential* with *anonymous*) required a motion to reconsider (the previous motion) and no such motion was forthcoming, there was no change to Motion 1314.FAPC.001.O as approved.

b. **MOTION 1314.FAPC.002.P (POST-TENURE REVIEW)** On behalf of the committee, Alex Blazer presented the motion: *To endorse the FAPC recommendation to the Provost that the current Post-Tenure Review policy be revised with policy articulated in the supporting documents.*

i. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1314.FAPC.002.P, accessible in the online motion database, was displayed on the big screen. There were five supporting documents provided.

- 1) *Post-Tenure Review Form 1A* MSWord file documenting the form used for a Positive Report of the candidate undergoing Post-Tenure Review.
- 2) *Post-Tenure Review Form Supporting Document* MSWord file documenting the FAPC review of the proposed revisions.
- 3) *Post-Tenure Review Policy Document* MSWord file articulating the proposed revisions to the existing Post-Tenure Review policy and procedures.
- 4) *Post-Tenure Review Form 1B* MSWord file documenting the form used for a Negative Report of the candidate undergoing Post-Tenure Review.
- 5) *Post-Tenure Review Form 2* MSWord file documenting the optional form used for Noteworthy Performance of the candidate undergoing Post-Tenure Review.

ii. **CONTEXTUAL INFORMATION** Alex Blazer shared the following information.

- 1) The proposed revisions have been developed by a work group reporting to FAPC that was revitalized each of the past three academic years.
- 2) This issue arose from a concern about the post-tenure review appeal process. The university system level guidance calls for post-tenure review to focus on professional development of the faculty member under review and that post-tenure review is thus formative rather than summative. The committee reviewed the post-tenure review language in the Academic Affairs Handbook (now the Policies, Procedures, and Practices Manual), ensuring clarity and careful review of the appeal process.
- 3) While there are a variety of editorial amendments, the substantive revisions
 - a) shift the Post-Tenure Review calendar from spring semester to fall semester (this parallels Tenure & Promotion reviews),
 - b) emphasize the developmental aspect of post-tenure reviews, formative rather than summative,
 - c) has the Post-Tenure Review committee chair meet with the candidate and shares the committee's findings (this parallels the current Pre-Tenure Review process); currently the department chair meets with the candidate and shares the Post-Tenure Review committee's findings, and
 - d) allow an appeal to be triggered at the discretion of the Post-Tenure Review candidate (currently, the department chair either approves or vetoes an appeal).

iii. **DISCUSSION** There was no discussion on this motion.

iv. **SENATE ACTION** Motion 1314.FAPC.002.P was *approved* with no discussion.

4. **ACADEMIC POLICY COMMITTEE (APC)** – Howard Woodard

Officers: Chair Howard Woodard, Vice-Chair Leslie Moore, Secretary John Sirmans

a. **MOTION 1314.APC.001.R (ENDORSE THE THEME AND GOALS OF THE QEP)** On behalf of the committee, Howard Woodard presented the resolution: *To endorse the Theme and Goals of the Quality Enhancement Plan (QEP) as stated in the supporting document entitled “QEP Theme and Goals”.*

i. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1314.APC.001.R, accessible in the online motion database. There were four supporting documents provided. The first of these supporting documents was displayed on the big screen.

- 1) *QEP Theme and Goals* MSWord file providing the proposed the
 - a) **QEP Theme Building a Culture of Engaged Learning** and
 - b) **QEP Goal Statements Through engaged learning in and beyond the classroom Georgia College students will...**
 - *develop the knowledge, skills, and dispositions to become informed citizen leaders;*
 - *serve the public good, locally and globally.*
 - 2) *QEP Timeline* MSWord file detailing the timeline of the proposal development.
 - 3) *Report on QEP Themes to President Dorman A* report in pdf format submitted to President Dorman on 20 Nov 2012 by the QEP Topic Selection Task Force.
 - 4) *QEP Theme and Goal Rationale* MSWord file submitted by Steve Jones and Julia Metzker on behalf of the 2013-2014 QEP Task Force offering rationale for the endorsement of the QEP Theme and Goals.
 - ii. **CONTEXTUAL INFORMATION** Howard Woodard shared the following information.
 - 1) The proposal was reviewed and endorsed by APC at its 4 Oct 2013 meeting.
 - 2) The proposal is now being presented for consideration by the University Senate.
 - iii. **DISCUSSION** The discussion included one question of clarification from the floor fielded by Steve Jones, Co-Chair of the 2013-2014 QEP Task Force.
 - 1) **Q1** What is the rational for the use of *citizen leaders* rather than *leaders* in the Goal statements?
 - 2) **A1** This language was used for consistency and compliance with the current university mission and values statements.
 - iv. **SENATE ACTION** Following the disposition of the question of clarification, Motion 1314.APC.001.R was *approved* (with at least one voiced nay vote) with no further discussion.
- b. APC met 4 Oct 2013 at 2:00 PM. In addition to the QEP, three issues were discussed.
- i. **Student Probation**
 - 1) Student Probation issues were discussed. The committee will continue discussion at the next APC meeting.
 - 2) In the interim, the committee will be in consultation with the University Registrar, Kay Anderson, seeking information to
 - a) determine how many students are involved
 - b) distinguish between academic probation and academic warning
 - c) determine how many for core and major.
 - ii. **Major drop in GPA (Disastrous Semester)** The committee decided to table discussion on this topic to see what transpires with professional advisers.
 - iii. **Retaking Courses** The subcommittee formed at the last meeting brought a proposal for APC consideration. The discussion of this proposal will continue at the next APC meeting.
5. **RESOURCES, PLANNING AND INSTITUTIONAL POLICY COMMITTEE (RPIPC)** – Maureen Horgan
Officers: Chair Maureen Horgan, Vice-Chair Jan Clark, Secretary Benjamin Davis
- a. **MOTION 1314.RPIPC.001.P (MISSING STUDENT POLICY)** On behalf of the committee, Maureen Horgan presented the motion: *To recommend the proposed Missing Student Policy in the supporting document entitled "Missing Student Policy" as University Policy, and to endorse the guidelines and procedural recommendation made therein.*
 - i. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1314.RPIPC.001.P, accessible in the online motion database, was displayed on the big screen. There were three supporting documents provided (documents 1, 2, and 3 in the list below) prior to the meeting and three supporting documents added (documents 4, 5, and 6 in the list below

which document the amendment proposed on behalf of RPIPC at this meeting) following the meeting.

- 1) *Missing Student Policy (pdf)* A pdf file that articulates the proposed revisions to the existing policy.
- 2) *Missing Student Policy (docx)* MSWord file that articulates the proposed revisions to the existing policy.
- 3) *Discussion Notes* A pdf file documenting the RPIPC deliberation of this matter.
- 4) *Missing Student Policy Amended (pdf)* A pdf file to provide the proposed revisions to the existing policy as amended (see CONTEXTUAL INFORMATION point 2.f below) to refine the reference to federal law.
- 5) *Missing Student Policy Amended (docx)* MSWord file to provide the proposed revisions to the existing policy as amended (see CONTEXTUAL INFORMATION point 2.f below) to refine the reference to federal law.
- 6) *Justification of citation amendment* A pdf file providing a justification for the citation amendment offered in 2.f below by Maureen Horgan on behalf of RPIPC.

ii. **CONTEXTUAL INFORMATION** Maureen Horgan shared the following information.

- 1) This is an update to an existing policy which is required by the Higher Education Act. Qiana Wilson, Associate General Counsel for Georgia College, assisted with the revisions.
- 2) Changes include:
 - a) Changing the name from Missing Student Notification Protocol to Missing Student Policy because it contains reporting procedures and not just notification, and this title is consistent with that of many other schools.
 - b) Changed the name from Georgia College & State University (or GCSU) to Georgia College (or GC) throughout the document.
 - c) Changed the primary responsibility for notifying students from the Vice President of Student Affairs to the Director of University Housing (since this policy applies to students residing in University Housing), and changed the secondary listing to the Dean of Students.
 - d) Added that the Department of Public Services must be notified *immediately* when a student is reported missing.
 - e) Put the policy into current Georgia College University Senate Policy format.
 - f) **Motion 1314.RPIPC.001.P Amendment to the US Code Citation**
RPIPC proposes amendments to the US Code citation in the policy document (as posted to the online motion database) in the sections entitled “Policy Statement” and “Reason for Policy.”
Specifically, the red text is the proposed replacement language and the blue text with strike through annotation is proposed for deletion.

Policy Statement

In compliance with § 485(j) of the Higher Education Act of 1965, ~~20 U.S.C. § 1092(j)~~, it is the policy of Georgia College to investigate any report of a missing student who resides in on-campus housing.

Reason for Policy

To provide a plan to inform students who reside in University Housing about the Georgia College policy governing required notifications within twenty-four (24) hours after the time a student is deemed to be missing, in accordance compliance with § 485(j) of the Higher Education Act of 1965, ~~20 U.S.C. § 1092(j)~~, and to provide Georgia College with a set of procedures and guidelines for reporting and investigating such an event.

The Higher Education Act (HEA) was authorized by Congress in 1965, and is required to be reauthorized periodically, generally every 4-6 years. In 2008 Congress reauthorized the HEA as the HEOA (Higher Education Opportunity Act). Both Acts (HEA & HEOA) have the exact same missing student procedure requirement and language. Because the HEA is set to “expire” this year, Congress will reauthorize or extend the HEA this year. The proposed amendments change the citation to the original act (specifically the HEA of 1965), eliminating the need for Georgia College to revise this policy again in the near future.

- iii. **DISCUSSION** The discussion included one question of clarification from the floor fielded by Maureen Horgan.
 - 1) **Q1** Does this policy apply *solely* to students residing on campus property?
A1 Yes.
- iv. **SENATE ACTION** Following the disposition of the questions of clarification, Motion 1314.RPIPC.001.P was *approved as amended* with no further discussion.
- b. **Meeting** RPIPC met on 4 Oct 2013 from 2:00pm to 3:20pm in Porter Hall Room 228.
- c. **Background Investigations Policy.** The BoR has developed a Background Investigation policy that is included in their Human Resources Administrative Practice Manual. All of the USG institutions were asked to adopt a similar policy that was at least as stringent as the BoR policy. Georgia College chose to extend the BoR policy to student workers who are hired in positions of trust (e.g., having access to sensitive information or financial data). The Executive Cabinet will address this policy again before it comes back to RPIPC as a proposed policy.
 - i. **Q1** Who will pay for these Background Investigations?
A1 Pat Wilkins: There are general institutional funds earmarked for this expenditure.
 - ii. **Q2** What if concerns emerge during the background investigation of a student worker?
A2 Pat Wilkins: Any findings emerging from a Background Investigation Check are first shared with the individual (student worker) who may offer clarifications or corrections. A triage committee considers these background investigation findings along with clarifications/corrections as they relate only to employment.
 - iii. **Q3** Do findings emerging from the background investigation of a student worker possibly trigger action of the student judicial board?
A3 The background investigation is performed only with respect to campus employment of the student (appointment to a position of trust). Thus, it is unlikely an action of the student judicial board would be triggered. It is within the realm of possibility that an action by law enforcement (including campus safety) could be triggered if findings pertain to open criminal investigations.
- d. **Information Items** There were four items for informational exchange/update:
 - i. **Prioritization** Renee Fontenot, Co-Chair of the Prioritization Task Force assigned to Academic Support Units, gave an update on the status of the Task Force’s work. There are 300 programs/units, the work is proceeding on time and the Task Force is hoping to have a report completed by 6 Dec 2013. Prompt, precise, and complete information from a unit helps the process.
 - ii. **Technology Updates** Bob Orr, CIO, attended to give technology updates, of which there are quite a few in the works!
 - 1) **New Phone System** A new phone system that will include conference calls, video conferencing, call-forwarding, and other features is in the testing stages, IT will work with offices to match the new system to existing procedures. The new system is hoped to be in place by May 2014.
 - 2) **The Thundercloud**, a virtual desktop which can be accessed from anywhere in the world via Wi-Fi, is nearing completion. Using the Thundercloud avoids the

intellectual property rights issues that exist when GC documents are saved on platforms such as GoogleDocs and DropBox, and allow all users to save files on the GC servers, rather than on their individual computer. The Thundercloud will not be able to host Mac software due to Apple licensing restrictions, but will be accessible from Mac computers.

- 3) **Unify** is continuing to add items to the queue of linked applications, so that one change of username/password will affect multiple locations. One of the sticking points has been adding PAWS, but Bob believes they are close to a solution.
 - 4) **Wireless** We are moving to a closed wireless system, hoping to launch after the Martin Luther King holiday.
- iii. **12-month pay option.** RPIPC has received the endorsement of the Provost to survey faculty to try to determine GC interest in this option, we will provide some basic information with links to tax law and other institutions' policies so that respondents can make an informed response. If there is interest, Maureen Horgan will contact other institutions in the USG to try to determine the status of inquiry at other schools.
- iv. **Recycling and Other Sustainability Council Initiatives**
- 1) Plant Operations is getting more feedback from the university community on the recycling initiative and making changes as needed. Students need more information and encouragement.
 - 2) New initiatives expected from the Sustainability Council include educational activities on campus, replacement of hazardous materials with more environmentally friendly ones, composting of Sodexo food waste, and a campus garden (already been announced by Lori Strawder, Assistant Director of Sustainability).

6. **STUDENT AFFAIRS POLICY COMMITTEE (SAPC)** – Doreen Sams

Officers: Chair Doreen Sams, Vice-Chair Amanda Jarriel, Secretary Nicole DeClouette

- a. SAPC met on 4 Oct 2013. Six informational items were discussed.

i. **Student Emergency Fund**

- 1) Kate Pope announced that the student emergency fund now known as the “helping hands hardship fund” has its own account F20073 and has around \$3000 in it. Faculty should contact financial aid when a need is identified. You can designate a donation through payroll deduction or make a one-time donation if preferred.
- 2) Since the SAPC meeting, Kate Pope was able to make arrangements with the local Kroger for which a percentage of sales can be linked to your *Kroger Plus Card* to go into this fund. This does not mess with your Kroger fuel points. A notice of how to sign up went out via email through GC Communications. However, I have ten copies of how to sign up with me if anyone wants them.

- ii. **SGA Report on Common Meeting Time** Meeting attendance at RSOs (Recognized Student Organizations) has dropped by 30-40% participation. The full report was submitted by SGA on 14 Oct 2013. Since this report was submitted after the 4 Oct 2013 SAPC meeting, this report will be discussed at the next SAPC meeting scheduled for 15 Nov 2013.

- iii. **Student Retention** This is an ongoing discussion – the recommendation that will be moved forward is to get RSOs behind the drive to retention in order to get change. Tom Miles will be invited to the next SAPC meeting.

- iv. **Athletic Report** Ken Farr provided statistics on academic performance of athletes. Key findings were that on average athletes have higher grade point averages than those of the general student body and that the graduation rate for athletes is 83%.

- v. **Committee Operating Procedures** After a majority of SAPC voting members approved the revisions to the SAPC operating procedures at the 4 Oct 2013 SAPC meeting, they were submitted earlier today to senate@gcsu.edu by Nicole DeClouette, SAPC secretary.
 - vi. **Student Travel Funds** It was reported that URACE applications are ready and students can apply for up to \$1000 depending on the type of conference to present scholarship (i.e., research or creative endeavors). The fund had around \$22,000 available for this academic year. Several grants have been encumbered already. Group applications by a faculty member are permitted.
 - vii. **Veterans on Campus** Efforts are in-progress to explore ways to make us a more veteran-friendly institution. Among the contacts for this exploration are Bryan Marshall and Doc St. Clair.
 - viii. **Question**
 - 1) **Q1** Are the aforementioned student travel funds available to graduate students?
 - 2) **A1** No, these funds are available only to undergraduate students. There are other university funds available to support travel for graduate students.
7. **STUDENT GOVERNMENT ASSOCIATION (SGA)** – Sean Espinosa for Victoria Ferree
Officers: President Victoria Ferree, Vice President Sara Rose Remmes, Secretary Caitlin Mullaney, Treasurer Holly Nix
- a. **Thursday Night Shuttle**: For the past three weeks, SGA has funded a late night shuttle connecting West Campus to main campus. Many students were reportedly walking home by themselves late at night from main campus or taking the Magnolia Apartments Shuttle and running across the bypass. The first night, the late night shuttle had 113 riders. We have heard only great things.
 - b. **SGA Diversity Task Force Update** When the task force met, we put together a survey to distribute to students to measure the student body’s overall familiarity with SGA and whether or not they felt that SGA truly represented the entire student body. Results will be coming in early next week.
 - c. **University Students Council** President Pro Tempore Juawn Jackson reinstated the University Students Council. This council is made up of every RSO (Recognized Student Organization) President on campus. The first meeting was this past Wednesday evening with an overwhelming attendance of over fifty RSO Presidents. The Presidents discussed possible sources of funding for their RSOs and feedback from last weekend’s fall fest.
 - d. **Student Emergency Fund** In order to increase fundraising efforts for the Student Emergency Fund, SGA has started hosting weekly trivia nights at Amici every Monday from 10:30 p.m. to 12:00 a.m. A portion of sales goes towards the fund. We are looking to keep this going the rest of the semester and hopefully next spring.
8. **UNIVERSITY SYSTEM OF GEORGIA FACULTY COUNCIL (USGFC)** – Susan Steele
- a. USGFC meeting was hosted by Bainbridge College in Bainbridge, GA on Saturday 14 Sep 2013.
 - b. Dr. Houston Davis – Executive Vice Chancellor for the USG – met with the USGFC via Skype to field questions. The topics (in bold) of discussion and a synopsis of his responses are provided. For more detailed versions of his responses, see the attached USGFC meeting minutes (also referenced in item 8.e below).
 - **MOOCs** State will be developing a consortium with 2-3 representatives from each school to look at MOOC (Massive Open Online Course) models and online educational issues.
 - **Consolidations** More will probably occur but none are imminent. The system learned a great deal from the consolidations recently completed.
 - **Institutional goals to move up a tier in the USG** Procedures are being developed, but approval is complex and must consider both funding and facilities.

- **Salary** System is looking at work load vs. across the board increases for financial reasons.
 - **12 month pay option** This request was prior to Dr. Davis's hire and he was not aware of the issue but agreed to follow up.
 - **State funding to USG institutions** most likely will never return to 75% of operating costs. 60% may occur, but is currently approximately 50% across the system. Each institution needs to look at alternative funding sources.
 - **D2L Analytics package** USG has decided not to purchase this system wide, and to leave this as an institutional purchase if needed.
 - **Program enrollments** Low enrollments do not mean a guaranteed program closure, but represent a starting point for discussion and evaluation.
- c. Other topics of discussion by attendees included summer enrollment, expansion of the USGFC leadership team to promote continuity, and evaluation of teaching.
- d. Group was invited to consider Georgia College as the meeting site for the spring 2014 semester.
- e. *The USGFC minutes (14 Sep 2013) are attached to these minutes as a supporting document.*
9. **EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE** (ECUS) – Lyndall Muschell
Officers: Chair Lyndall Muschell, Vice-Chair Susan Steele, Secretary Craig Turner
- a. **Apportionment** The 2013-2014 apportionment of elected faculty senators to academic units (colleges, library) has been completed. There were no changes to the 2012-2013 apportionment. Thanks go to Craig Turner for completing this task. Based on the apportionment, Catherine Whelan prepared letters and supporting documents for each of the deans and the director of the library. Thank you, Catherine. These letters and documents have been emailed to the college deans and library director.
- b. **Governance Retreat Report**
- i. Many thanks are extended to the Governance Retreat Planning Committee
 - Jan Clark - College of Arts & Sciences
 - Debbie MacMillan- College of Health Sciences
 - Lyndall Muschell- College of Education
 - Holley Roberts- College of Education
 - Monica Starley - Office of the President
 - Craig Turner - College of Arts & Sciences
 - Kathy Waers - Office of the President
 - Catherine Whelan - College of Business
 - ii. The complete report has been uploaded to the repository *and is attached to these minutes as a supporting document.*
 - iii. Attendance
 - 40 elected Faculty Senators
 - 18 Appointments, Volunteers, Administrators
 - iv. Cost Summary
 - Total Cost - \$2631.33
 - Cost per Participant - \$45.37
 - For planning purposes for next year, it should be noted that no reimbursement was requested for office supplies, mileage for planning committee member vehicles or from the foundations account to support the social.
 - v. Average Rating of Participant Overall Satisfaction was 4.61 (on a 5 point scale)
 - vi. Recommendations for the 2014 Governance Retreat
 - 1) **Planning Committee**

- Form Planning Committee by the end of the Fall semester 2013.
 - Committee membership should include the Presiding Officer Elect and a representative combination of the following: faculty and staff, incoming/continuing senators, and a prior year committee member. The committee should be kept relatively small (4-8 members).
 - Consult with members of previous year's Planning Committee.
 - Regularly report to ECUS via the Presiding Officer Elect or Planning Committee Chair.
 - Continue the practice of inviting all members of the University Senate committees.
 - Order folders and supplies needed for participant packets in the spring.
- 2) Location
- Solicit input on potential locations from invitees.
 - Consider Rock Eagle as an option for next year.
 - West Campus was suggested as an option.
- 3) Date
- Identify a date that does not conflict with other university-wide events.
 - Alternate overnight and one-day events depending on budget.
- 4) Registration
- Online registration for the retreat is an efficient way to obtain and track responses.
- 5) Retreat Agenda
- Review committee annual reports and prior retreat planning committee reports to identify relevant topics for sessions.
 - Input from invitees can be obtained through a specific question on the retreat registration form.
 - Provide opportunities for socialization as well as work sessions.
 - Ensure that a significant portion of the session time is interactive with the opportunity to report back to the group.
 - When using breakout groups for discussion, ensure that sufficient guidance is given regarding the purpose of the session.
 - Continue to use the committee structure for breakout sessions. This enables discussion of operating procedures and tentative agenda items for the coming year.
 - Even though the "mock" senate meeting was cancelled this year due to the extended Q&A session related to the Program Prioritization Initiative, consider its inclusion to allow committees to be introduced and report out.

UNFINISHED BUSINESS: There was no unfinished business.

NEW BUSINESS: There was no new business.

ADJOURN:

1. **ATTENDANCE AND THE SIGN-IN SHEET** Lyndall Muschell requested that each individual present at the meeting sign the university senator attendance sheet or guest sign-in sheet on their way out if they hadn't already signed in.
2. **MOTION TO ADJOURN** As there was no further business, a motion to adjourn was made, seconded, and approved. The meeting was adjourned at 3:15 p.m.

ATTACHMENTS

- Provost_PPPM_Update_2013-10-25 (referenced by Provost Brown in the Provost's Report)
This is a contextual update for the revisions to the Policies, Procedures and Practices Manual (PPPM).
- SoCC_RevisedForms_2013-10-25.pdf (referenced by John Swinton in the SoCC Report)
The Subcommittee on the Core Curriculum (SoCC) forms for use with GC1Ys, GC2Ys, and Global Overlays.
- USGFC_Minutes_2013-09-14 (referenced by Susan Steele in the USGFC Report)
The minutes of the 14 Sep 2013 meeting of the University System of Georgia Faculty Council (USGFC).
- GovRet2013_Report_Final (referenced by Lyndall Muschell in the ECUS Report)
This is a summary of the 2013 Governance Retreat (GR) as well as recommendations for the 2014 GR.