

**2014-2015 University Senate  
Minutes for the 2-May-2014 Meeting**

2013-14 University Senate Officers: Presiding Officer Lyndall Muschell, Presiding Officer Elect Susan Steele, Secretary Craig Turner  
2014-15 University Senate Officers: Presiding Officer Susan Steele, Presiding Officer Elect and Secretary to be determined 2 May 2014.

**PRESENT (36)** Susan C. Allen, Kay Anderson, Alex Blazer, Louis Bourne, Kelli Brown, Jan Clark, Benjamin Davis, Nicole DeClouette, Donovan Domingue, Josie Doss, Maureen Horgan, Juawn Jackson, Brittiny Johnson, Macon L. C. McGinley, David McIntyre, Ben McMillan, Julia Metzker, William Miller, Lyndall Muschell, Amy Pinney, Vicky Robinson, Barbara Roquemore, Lindy Ruark, Claire Sanders, Costas Spirou, Susan Steele, Amy Sumpter, John R. Swinton, Evelyn Thomas, Moriah Thomas, Tom Toney, Craig Turner, Shaundra Walker, Stephen Wills, James Winchester, Howard Woodard.

**ABSENT (3)** Ruth Carter, Bill Fisher, Douglas A. Goings.

**REGRETS (11)** Angel Abney, Elissa Auerbach, Andrei Barkovskii, Victoria Deneroff, Steve Dorman, Ruth Eilers, Victoria Ferree, Renee Fontenot, Heidi Fowler, Amanda Jarriel, Mike Rose.

**GUESTS (28)**

<b>First Name</b>	<b>Last Name</b>	<b>2014-2015 Committee</b>	<b>Description Role on University Senate or Postion at the University</b>
Mahmood	Al Bayati	None	<i>Chief of Staff, 2014-15 Student Government Association</i>
Ryan	Brown	FAPC	<i>Associate Professor of Mathematics</i>
Rodica	Cazacu	APC	<i>Associate Professor of Mathematics</i>
Kim	Cossey	CAPC	<i>Assistant Professor of Chemistry</i>
Nancy	Davis Bray	FAPC	<i>Associate Director for Special Collections</i>
Chuck	Fahrer	CAPC	<i>Associate Professor of Geography</i>
Roberta	Gorham	SoCC	<i>Instructor of Accounting</i>
Debbie	Greene	RPIPC	<i>Associate Professor of Nursing</i>
Carly	Jara	None	<i>Graduate Assistant of the 2013-2014 University Senate</i>
Andy	Lewter	SAPC	<i>Dean of Students</i>
Juan	Ling	CAPC	<i>Associate Professor of Management</i>
Cathy	Liu	SoCC	<i>Associate Professor of Computer Science</i>
Aran	MacKinnon	APC	<i>Department Chair and Professor of History</i>
Deborah	MacMillan	None	<i>Associate Professor of Nursing</i>
Mary	Magoulick	SoCC	<i>Professor, Department of English and Rhetoric</i>
Stephanie	McClure	APC	<i>Associate Professor, Department of Government and Sociology</i>
Cara	Meade	CAPC	<i>Director of Assessment</i>
Chavonda	Mills	FAPC	<i>Associate Professor of Chemistry</i>
Joe	Mocnik	SoCC	<i>Director of Libraries</i>
Janna	Parker	SAPC	<i>Assistant Professor of Marketing</i>
Jen	Russell	None	<i>Executive Assistant to the Vice President</i>
John	Sirmans	APC	<i>Parliamentarian of the 2013-2014 University Senate</i>
Cathy	Stevens	SAPC	<i>Manager of Legal Affairs</i>
Ashley	Taylor	FAPC	<i>Assistant Professor of Psychology</i>
Catherine	Whelan	None	<i>Interim Associate Dean, College of Business</i>
Sheryl	Winn	SoCC	<i>Assistant Professor of Nursing</i>
Dana	Wood	SoCC	<i>Lecturer of Psychology</i>

**CALL TO ORDER:** Lyndall Muschell, Presiding Officer of the 2013-2014 University Senate, called the organizational meeting of the 2014-2015 University Senate to order at 2:01 p.m.

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

**MINUTES:** As the previous meeting of the University Senate was held just one week earlier on 25 April 2014, the minutes for that meeting were still in preparation and not yet available for review.

**INFORMATION ITEMS:** There was one information item

1. **COMMUNICATIONS AT GC** – John Hachtel, Associate Vice President for Strategic Communications
  - a. **Report Summary** John Hachtel provided information on the quantity and open rate of all-campus email sent by university communications to faculty, staff and students. After reviewing the data, John presented an option being considered by University Communications that entails the sending of one “news digest” email per day and one “event digest” email per week. The goal of the proposed format is to reduce the number and frequency of all-campus email messages. The digest concept is linked to a reworking of the university’s web-based “information” page, which University Communications proposes to relaunch as “Front Page.” The new format will allow members of the campus community to populate an events calendar. It is this events calendar from which the “event digest” will be constructed.
  - b. **Students** A senator posed a question about whether student events, student organizational announcements, achievements, etc. would be included within the new “Front Page” system. John Hachtel noted that he had discussed that possibility with Student Government Association (SGA) representatives. The SGA president-elect confirmed that he wanted student contributions to be included.
  - c. **Announce List** A senator was interested in the likelihood of the resumption of the “announce” list, which allowed all members of the campus community to send email to every other member of the campus community. This communication method was eliminated approximately four years ago due to complaints about message repetition and a great proliferation of email being sent to inboxes. John Hachtel noted that any change in policy would have to be addressed by the executive cabinet. Another senator suggested that resumption of the announce list might now become an item for consideration by the 2014-2015 Resources, Planning and Institution Policy Committee.
  - d. **Open Rates** A senator asked about the process by which University Communications was able to determine open rates on specific emails sent to the campus. John Hachtel explained that this was not possible with most messages sent through GC Communications, but in order to evaluate the effectiveness of all-campus email, a few select messages were sent via University Communications’ newsletter software, thus allowing for recording of open rates.
  - e. **Email Listservs** In response to questions about the subscription-based listservs, John Hachtel clarified that University Communications is not responsible for the content or usage of them. The lists were created by University Communications, but once set in place, University Communications has no responsibility for them. It was suggested that University Communications should consider a review of the “topics” for the subscription listservs, to see if new nomenclature would encourage additional usage.
  - f. **Launch** John Hachtel concluded his presentation by noting the new format would be launched and tested during the summer.

**COMMITTEE REPORTS:** This being an organizational meeting, there was only one committee report.

1. **SUBCOMMITTEE ON NOMINATIONS** (SCoN) – Catherine Whelan  
*Officers: Chair Catherine Whelan, Secretary Craig Turner, No Vice-Chair position for this committee.*

- a. **MOTION 1314.CN.003.O** On behalf of the committee, Catherine Whelan, SCoN Chair, presented the motion: *To adopt the slate of nominees for 2014-2015 University Senate officers and committees as proposed in the supporting documents.*
  - b. **SUPPORTING DOCUMENTS** At the time it was presented, this motion had four supporting documents.
    - i. *Slate of Nominees 2014-15 This document contained the slate of nominees proposed by the 2013-2014 Subcommittee on Nomination to serve on the committees and as officers of the 2014-2015 University Senate*
    - ii. *Report on Compliance with Bylaws for 2014-2015 This document, required by bylaw, indicates that the proposed slate of nominees complies with all university senate bylaw requirements pertaining to committee memberships.*
    - iii. *Slate of Nominees 2014-15 REVISED This document contained the REVISED slate of nominees proposed by the 2013-2014 Subcommittee on Nomination to serve on the committees and as officers of the 2014-2015 University Senate, revised to comply with the SoCC Membership bylaws modifications recommended as motion 1314.EC.001.B.*
    - iv. *Report on Compliance with Bylaws for 2014-2015 REVISED This document, required by bylaw, indicates that the proposed REVISED slate of nominees complies with all university senate bylaw requirements pertaining to committee memberships.*
  - c. **DISCUSSION**
    - i. **SCoN Report** The proposed slate of nominees to be voted on by the University Senate was described by Catherine Whelan, on behalf of the 2013-2014 SCoN, as follows.
      - Committee preferences and willingness to serve as a university senate officer (Presiding Officer Elect and Secretary) were invited from all university senators.
      - A call for volunteers to serve on committees was made to the corps of instruction. Each volunteer was invited to express preference for committee service
      - Informed by these individual committee preferences as well as a preference poll of elected faculty senators of the 2014-2015 University Senate for nominees for the presiding officer elect position, the 2013-2014 Subcommittee on Nominations prepared this slate of nominees for your consideration.
    - d. **SENATE ACTION** Motion 1314.CN.003.O was *approved* with no further discussion.
2. **PRESIDING OFFICER REPORT** – Lyndall Muschell and Susan Steele
- a. **PASSING THE GAVEL** Lyndall Muschell, Presiding Officer of the 2013-2014 University Senate, expressed sentiments of great enthusiasm, great relief, and great confidence as she passed the presiding officer responsibilities and authorities to Susan Steele, Presiding Officer of the 2014-2015 University Senate.
  - b. **UNIVERSITY SENATOR PINS** Susan Steele’s first action as Presiding Officer was to acknowledge Lyndall Muschell’s willingness to assist in the distribution of university senator pins to the first-time members of the University Senate that were present at the meeting. Pin recipients were
    - i. **Elected Faculty Senators** Louis Bourne, Nicole DeClouette, Josie Doss, David McIntyre, Ben McMillan, Claire Sanders, and Shaundra Walker;
    - ii. **Selected Student Senators** Juawn Jackson and Moriah Thomas; and
    - iii. **Selected Staff Senators** Ruth Eilers, Lindy Ruark, and Evelyn Thomas.

**UNFINISHED BUSINESS:** There was two items of unfinished business.

1. **ELECTION** Lyndall Muschell facilitated a secret ballot election of a university senate representative to serve on the Data Standards Committee. As Lyndall Muschell read the names of the nominees, each was asked to stand to be recognized. A secret ballot was distributed to all members of the 2014-15 university senate and its committee who were present at the meeting. While the votes were being tallied by Josh Kitchens and Catherine Whelan, the governance retreat update was provided by Susan Steele. The results

were reported to Lyndall Muschell and announced by Susan Steele. The representative elected to serve on the Data Standards Committee was Craig Turner.

2. **GOVERNANCE RETREAT UPDATE** – Susan Steele

a. **PLANNING IN PROGRESS** The following was shared about the 2014 Governance Retreat.

- i. **LOCATION**: The selection of the retreat site is Rock Eagle 4-H Center.
- ii. **DATE**: The governance retreat date is Friday, 15 Aug 2014.
- iii. **FORMAT**: The retreat is presently proposed as an all-day affair.
- iv. **INVITEES**: This coming year, all members of the committees of the 2014-2015 University Senate – university senators, appointees, designees, volunteers – will be invited to attend the retreat.
- v. **STAY TUNED**: More information about the retreat will be circulated by email as it becomes available. In particular, expect a survey requesting dietary preferences, bus sign-up, and confirmation of attendance.

**NEW BUSINESS:**

- 1. **ATTENDANCE AND THE SIGN-IN SHEET** Susan Steele 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. **CALENDAR** Susan Steele noted the upcoming meetings from the calendar section at the base of the agenda, reiterating the governance retreat date (Friday 15 Aug 2014) and noting the dates for the next scheduled meetings of committees (Friday 22 Aug 2014 at 2:00pm), standing committee chairs with executive committee (Friday 22 Aug 2014 at 3:30pm), and university senate (Friday 12 Sep 2014 at 3:30pm). She noted that all meetings of the 2014-2015 university senate, with the exception of the 13 Feb 2015 meeting which would be immediately followed by the university service recognition ceremony, would commence at 3:30 pm (rather than 2:00 pm) to attempt to garner participation by students. During the 2013-14 academic year, the Student Government Association meetings were scheduled for every Friday at 2:00 pm and thus the selected student senators were rarely present at the meetings of the 2013-2014 University Senate.
- 3. **ORGANIZATIONAL COMMITTEE MEETINGS** Susan Steele indicated that it was time to transition to the committee organizational meetings. She noted that there were designated facilitators to conduct committee officer (chair, vice-chair, secretary) elections and provide committee members a brief orientation to the university senate. The meeting room locations were included on the agenda.

<b>Committee</b>	<b>Location</b>	<b>Facilitator</b>
APC (Academic Policy Committee)	A&S 2-36	Lyndall Muschell
CAPC (Curriculum and Assessment Policy Committee)	A&S 2-39	Craig Turner
FAPC (Faculty Affairs Policy Committee)	A&S 2-38	Alex Blazer
RPIPC (Resources, Planning and Institutional Policy Committee)	A&S 2-42	Catherine Whelan
SAPC (Student Affairs Policy Committee)	A&S 2-40	Susan Steele

**ADJOURN**: As there was no further business, a motion to adjourn was made, seconded, and approved. The meeting was adjourned at 2:48 p.m.