

**2014-2015 University Senate  
Minutes for the 24 Apr 2015 Meeting**

*University Senate Officers: Presiding Officer Susan Steele, Presiding Officer Elect John R. Swinton, Secretary Craig Turner*

**PRESENT (34)** Angel Abney, Susan C. Allen, Kay Anderson, Elissa Auerbach, Karen Berman, Tyler Bragg, Jan Clark, Ben Davis, Nicole DeClouette, Steve Dorman, Josie Doss, Ruth Eilers, Victoria Ferree, Mike Gleason, Maureen Horgan, Juawn Jackson, Amanda Jarriel, Ben McMillan, Julia Metzker, Lyndall Muschell, Vicky Robinson, Barbara Roquemore, Mike Rose, Lindy Ruark, Katie Simon, Susan Steele, Amy Sumpter, John R. Swinton, Evelyn Thomas, Tom Toney, Craig Turner, Shaundra Walker, Stephen Wills, James J. Winchester.

**ABSENT (4)** Louis Bourne, Douglas A. Goings, Brittiny Johnson, David McIntyre.

**REGRETS (12)** Kelli Brown, Ruth J. Carter, Victoria Deneroff, Donovan Domingue, Renee Fontenot, Heidi Fowler, Macon L. C. McGinley, William Miller, Amy Pinney, Claire Sanders, Costas Spirou, Howard Woodard.

**GUESTS (24)**

<b>First Name</b>	<b>Last Name</b>	<b>2014-2015 Committee</b>	<b>Description Role on University Senate or Position at the University</b>
Alex	Blazer	None	<i>Associate Professor, Department of English and Rhetoric</i>
Linda	Bradley	None	<i>Associate Professor of Literacy Education</i>
Beauty	Bragg	None	<i>Assistant Professor of English</i>
Claire	Garrus	None	
Nicole	Henschel	None	
Carla	Hutchings	None	<i>Instructor, Early Childhood &amp; Middle Grades Education</i>
Steven	Jones	None	<i>Director, Center for Faculty Development</i>
Miriam	Jordan	None	<i>Assistant Professor, Foundations and Secondary Education</i>
Mary	Magoulick	SoCC	<i>Professor, Department of English and Rhetoric</i>
Tom	Ormond	None	<i>Senior Associate Provost</i>
Bob	Orr	None	<i>Chief Information Officer</i>
Joanne	Previts	None	<i>Assistant Professor of Middle Grades Education</i>
Crystal	Reeves	None	<i>Assistant Director for Compensation and Benefits</i>
Holley	Roberts	None	<i>Director of Assessment &amp; Accreditation</i>
Stacy	Schwartz	None	<i>Professor of Early Childhood Education</i>
John	Sirmans	APC	<i>Parliamentarian of the 2014-15 University Senate</i>
Monica	Starley	None	<i>Executive Assistant to the President</i>
Olha	Tsarykovska	None	<i>Assistant Professor of Early Childhood Education</i>
Allison	VandeVoort	None	<i>Assistant Professor of Environmental Science</i>
G. L.	VaRie	None	
Sandra	Webb	None	<i>Assistant Professor of Reading</i>
Gina	Webber	None	
Elaine E.	Whitaker	None	<i>Chair and Professor, Department of English and Rhetoric</i>
Tina	Yarborough	None	<i>Professor of Art</i>

**CALL TO ORDER:** Susan Steele, Presiding Officer of the 2014-2015 University Senate, called the meeting to order at 3:33 p.m.

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

**MINUTES:** A draft of the minutes of the 27 Mar 2015 meeting of the 2014-2015 University Senate was circulated by university senate secretary, Craig Turner, to the university senate by email for review with no revisions and was presented to those present for consideration. These minutes were approved as circulated by email.

**PRESIDENT'S REPORT:** President Steve Dorman

**1. FY 2016 BUDGET**

- a. **BoR Pending Approval by Governor** At the Board of Regents meeting last week, there was action taken by the board on the budget for 2016. This action is based upon the actions of the legislature, which are still pending final authorization by the Governor. So, while things could change, I feel comfortable giving you some specific numbers for GC with the caveat that all of this is pending final budget approval by the Governor.
- i. **Enrollment Adjustment** The USG received a \$65.9M net increase in formula funding. Of this, GC received \$1.8M. Of the \$1.8M, \$734K is for enrollment increases; and this funding is to be applied to new requests introduced in our Budget Hearings; the remainder of the \$1.8M is earmarked for benefit increases, insurance increases and merit increases.
  - ii. **Undergraduate Tuition** The BOR approved a 3% undergraduate tuition increase (standard was 2.5%, GC requested an additional 0.5% which is approximately the same ~\$225K to support shortfall in state allocated enrollment earnings).
  - iii. **Graduate Tuition** The BOR also approved a 2% graduate tuition increase.
  - iv. **Beeson Hall** Also approved was \$9.1M in state bond revenue for Beeson Hall.
  - v. **Mandatory Fees** There were no mandatory fee increases requested this year from GC.
  - vi. **Supporting Instruction** The new funding for the most part is supporting instruction in the following ways.
    - 1) 3% merit increases – the state appropriations provided 0.55% and the institution is internally supporting an additional 2.45%.
    - 2) 11 new faculty positions and two existing lines we added funding to: one to move from lecturer to tenure-track and one to make permanent to replace temp funding
      - Assistant Professor of Athletic Training
      - Lecturer in Exercise Science
      - Lecturer in Nursing
      - Lecturer in Business Communications
      - Lecturer in Economics
      - Partial Funding for Accounting Lecturer
      - Convert MIS Lecturer to Tenure-Track Assistant Professor
      - Assistant Professor in Physics
      - Lecturer in Anatomy & Physiology
      - GCY1 and GCY2 Lecturer
      - Assistant Professor Computer Science
      - Assistant Professor Accounting
      - Assistant Professor of Environmental Sciences
    - 3) Three new Career Services positions to support the New Career Services Initiative
    - 4) Two Instructional Design Specialist positions for support in technology in the classroom
    - 5) Three new institutional support positions
    - 6) The second phase of funding for the ENGAGE plan
    - 7) Funds to offset reduction in STEM allocation
    - 8) Other minor miscellaneous operating increases, e.g. license increases, operating budgets for new faculty lines, etc.

- b. **Summer School** Additionally, it appears summer school enrollment is up substantially; and consequently, we hope that revenue from summer school will be up as well, which should have a positive impact on professional development funding for FY 2016.
2. **CONGRATULATIONS TO AWARD WINNERS** At our inaugural Celebration of Excellence ceremony several faculty and staff members were recognized for their outstanding work. Congratulations to the following.
- a. **Staff awards** Each receives an increase of \$250 to base pay
    - i. Chris O'Steen - Academic Affairs - Academics
    - ii. Stephanie Westmoreland - Academic Affairs - Administration
    - iii. Jon Scott - Finance and Administration - Administration
    - iv. Margaret Cole - Finance and Administration - Facilities
    - v. Victoria Fowler - President's Office
    - vi. Desaree Murden - Student Affairs
    - vii. Robert "Bob" Vivalo - University Advancement
  - b. **Faculty awards** Each receives an increase of \$1000 to base pay
    - i. Excellence in Teaching Dr. Joanne Previts (Education)
    - ii. Excellence in Service Dr. Lyndall Muschell (Education)
    - iii. Excellence in Scholarship & Creative Endeavors Dr. Juan Ling (Business)
    - iv. Excellence in Scholarship of Teaching & Learning Ms. Jeanne Sewell (Nursing)
  - c. **Department/Program Excellence** receives \$2500 in operating funds for FY16 (one-time only)
    - i. Environmental Sciences
  - d. **Other Faculty Awards**
    - i. Irene Rose Community Service Dr. Sandra Godwin (Sociology) (one-time check for \$500)
    - ii. Laurie Hendrickson McMillan Faculty Award Dr. Ben McMillan (Accounting) (one-time check for \$1480)
3. **TENURE AND PROMOTION**
- a. Tenure and promotion is a solemn responsibility and decision at the university. And because of the provost's leadership to provide a 9% increase for promotion, it now has come to have financial implications as well.
  - b. However, it has become clear to me that we need to conduct a university-wide review of our tenure and promotion policies and practices. I am, therefore, charging the provost to assemble a committee representative of the university to review our tenure and promotion policies and practices. This review should include conversations with faculty throughout the university regarding tenure and promotion practices and policies. I would ask specifically that the committee:
    - i. review the viability of a university-level tenure and promotion committee which would guide the decisions of the provost and president after the dean's assessment.
    - ii. review the viability of external review of dossiers.
    - iii. review the roles/expectations of department, college & university T&P committees.
    - iv. review the roles/expectations of department chairs and deans.
    - v. review the current use of a 'point system' in determining tenure and promotion decisions.
    - vi. review the criteria for determining excellence for teaching, service, and scholarship for tenure, promotion to associate and promotion to professor.
    - vii. review criteria and suggest ways for community engagement and undergraduate research artifacts and other high impact practices to be included in tenure and promotion determinations.
    - viii. review and remove any conflicts of interest embedded in the current system/structure.
    - ix. review and suggest processes for improvement in university, college and departmental guidelines.
    - x. ensure that our tenure and promotion guidelines and practices are in alignment with best practice and with USG guidelines and polices; and that our guidelines and practices are used and adhered to throughout each stage of the process.

- xi. If guidelines and processes change, advise on processes and procedures to protect and guide faculty who entered under the previous system.
- c. Further, I have come to understand that the professional courtesy extended by the provost to provide faculty the option to remove their dossier from consideration prior to a negative decision being made was interpreted by some to be coercive in nature. Therefore, I have asked the provost to offer each of these individuals the option to rescind their removal and proceed in the process. It is my understanding she has sent letters to each individual who was given the option to remove their dossier. Anyone who re-enters the process will be given full consideration as if they had not removed their file.
- d. Additionally, the provost will visit each of the colleges next week to begin the conversation about how our tenure and promotion process can help lead us to our goal of becoming the nation's preeminent public liberal arts university.
- 4. **QUESTIONS** President Dorman invited questions from the floor.
  - a. **Question 1** How will the tenure and promotion review committee be populated?  
**Response 1** A representative from the university senate together with a set of individuals who are highly esteemed by their peers to serve as representatives of their academic units.
  - b. **Question 2** As aspirational goals are set in the context of tenure and promotion, if eligibility criteria or expectations are modified, should there not be incremental changes and careful consideration of fairness to those in the pipeline?  
**Response 2** I'll add that as item xi (to the task force charge) and include to address "grandfathering" as well. (The charge to the committee shown above includes this edition)
  - c. **Question 3** In your charge to the T&P task force, might the wording of *community engagement and undergraduate research* be replaced by *community engagement, undergraduate research and other high impact practices*?  
**Response 3** Yes, thank you for the recommendation. (Item vii of the charge to the committee above includes this edition.)
  - d. **Question 4** You asked us (faculty) to be *patient as the process unfolds ...* could you clarify what you mean by that?  
**Response 4** I understand that there has been angst over a step in the process. The provost provided her recommendation which created some stress for some. Yet, the process ends with the President action. Tenure and promotion is a solemn charge. I reviewed the T&P portfolios and for the cases in question I talked with the area deans and department chairs (except for one case). And I made my decision and hopefully you now see that the process has completed in a positive way.
  - e. **Question 5** I was one of those who withdrew my portfolio -- but did so after I was told that the President would deny my portfolio.  
**Response 5** I am so sorry that you received that message. I think the intent of the Provost was to extend a professional courtesy to withdraw the portfolio prior to an adverse decision. In some instances (like perhaps yours), the opportunity could have been communicated better.
  - f. **Question 6.** Might it be possible for department chairs (or their designees) to be among those with whom the University President consults when reviewing portfolios?  
**Response 6** This was in fact done. I consulted with all department chairs (except one who was out of town) and all deans for the cases that were in question. As you know, the current guidelines allow the president to consult with a variety of folks in making the final determination. Whether we want to institutionalize this as a "required" practice is one of the many items that I look forward to seeing the task force discuss. I would be concerned about creating a double jeopardy situation. There are also a number of conflicts of interest in the current process that should be discussed as well.
  - g. **Question 7** For the six who may re-enter, what is the process?  
**Response 7** (1) Candidate chooses whether to rescind her/his withdrawal (2) If withdrawal is rescinded, the Provost recommendation is made, if Provost recommends against, 10 day period for

candidate to respond, (3) President decision. As I did for the previous files in question, I will consult with the dean and department chair, where available.

- h. **Question 8** What bothers me is the perception of additional requirements set by administrators (chair, dean, provost, president). Is there equilibrium in that?

**Response 8** The process was not finished. Nineteen candidates were successful. Within the current system there is some disequilibrium: disparity (diversity) across departments in terms of criteria and activities recognized from a point system to a smorgasbord (revised/edited word) where the area is broadly defined and nearly everything fits. There needs to be authentic conversation to strive to identify activities we (the university) value. A frank, honest, authentic conversation of what we value. I hope you see how in the end equilibrium was restored.

- i. **Question 9** As we move to the aspirational, are there not support structures that must be put in place to make expectations feasible?

**Response 9** Absolutely - the provost is seeking ways to provide support - including but not limited to consideration to reduce teaching loads and to increase funding to support scholarly activity.

- j. **Question 10** Because we are a College of Education, pressure and expectation to SERVE schools of all levels all over the state. I'd like that service activity not to be compromised by an increased scholarly requirement. I'd like the provost to see the aggregate list of service activities of the faculty in the College of Education.

**Response 10** I encourage you to show the provost this list when she comes to visit your college on Monday. We are a public liberal arts university, no one is thinking about changing the requirements for tenure and promotion to an institution that does not match that mission. We have excellent students who are taught by outstanding faculty. We are a community of scholars - what are the artifacts that we need to substantiate that in our tenure and promotion process?

- k. **Question 11** You asked us to *trust the process* -- a lot of the conversation across campus recently has been how people felt violated by the process, we as a faculty are receptive to an exploration of increasing scholarly expectations but want to be involved in that conversation. I'd like to hear from you that you will trust us (the faculty) to come up with authentic expectations *even if these wind up being disparate across colleges*.

**Response 11** I heard loud and clear at the faculty coffee on Thursday (23 Apr 2015) morning that faculty are receptive to have a discussion about elevating the scholarly expectations to match our desire to become the nation's preeminent public liberal arts institution. Regarding trusting the faculty – did I not just demonstrate that trust – 19 of 19 made it through with positive recommendations.

*Presiding Officer Susan Steele closed the discussion at this point noting that there was business the university senate needed to consider.*

## **PROVOST'S REPORT:** Senior Associate Provost Tom Ormond for Provost Kelli Brown

### **1. FACULTY EXCELLENCE**

- a. On April 16, at the inaugural Celebration of Excellence, six faculty, seven staff, and one department were acknowledged for their outstanding accomplishments and services to Georgia College.

#### **i. Faculty awards**

- **Excellence in Teaching** Dr. Joanne Previts (Education)
- **Excellence in Service** Dr. Lyndall Muschell (Education)
- **Excellence in Scholarship & Creative Endeavors** Dr. Juan Ling (Business)
- **Excellence in Scholarship of Teaching & Learning** Ms. Jeanne Sewell (Nursing)

#### **ii. Department/Program Excellence**

- Environmental Sciences

#### **iii. Other Faculty Awards**

- Irene Rose Community Service Dr. Sandra Godwin (Sociology)
  - Laurie Hendrickson McMillan Faculty Award Dr. Ben McMillan (Accounting)
- iv. **Staff awards - Each receives \$250 in their base pay**
- Chris O'Steen - Academic Affairs - Academics
  - Stephanie Westmoreland - Academic Affairs - Administration
  - Jon Scott - Finance and Administration - Administration
  - Margaret Cole - Finance and Administration - Facilities
  - Victoria Fowler - President's Office
  - Desaree Murden - Student Affairs
  - Robert "Bob" Vivalo - University Advancement
- b. I want to personally thank Lindy Ruark for her work as Staff Council Chair in making this celebration a reality.
- c. I also want to thank Dr. Steve Jones and all the faculty who reviewed the faculty nominations. The decisions were challenging to make, as all college award winners in their respective categories were excellent.

2. **INSTITUTIONAL/PROGRAM EXCELLENCE**

a. **National Scholarships Office**

- i. **Successful Candidate** I am pleased to announce that Ms. Anna Whiteside will be joining us on July 1 to run our newly established National Scholarships Office. Anna is coming to us from North Carolina A&T University where she has been the Scholarships and Fellowships Coordinator for the past five years. This will be a great asset for our best students, a tremendous recruitment tool for high-academic ability students, and something that will help move us, as an institution, to the next level of excellence.
- ii. **Appreciation** Thanks to Dr. Eric Spears who chaired the search committee, and to search committee members Elissa Auerbach, Robin Lewis, Andy Lewter, Stephanie McClure, Kirsten Morris, and Claudia Yaghoobi.
- b. **Spring 2015 Graduation Ceremonies** There will be one graduate ceremony and two undergraduate ceremonies, both at the Centennial Center.
- i. **Graduate Ceremony** Fri 8 May 2015 The processional will begin promptly at 6:45 p.m.
- ii. **Undergraduate Ceremonies** Sat 9 May 2015
- The College of Arts & Sciences ceremony will begin at 9 a.m. with the processional beginning promptly at 8:45 a.m.
  - The Colleges of Business, Education and Health Sciences ceremony will begin at 2 p.m. with the processional beginning promptly at 1:45 p.m.
- iii. **More Details** about each ceremony and when faculty need to arrive, etc. will be forthcoming from Ms. Kay Anderson.
- iv. **Reception** Immediately following each undergraduate ceremony, graduating students and their guests are invited to join the Georgia College faculty, staff, and administration for a reception on the reflecting pool lawn. This will be an exciting time for students to introduce their families and friends to the faculty and staff who have worked with them throughout their time at Georgia College.
- v. **Regalia** For faculty in need of regalia to be able to attend the ceremony please contact Dr. Jan Clark.

c. **First Year Convocation & Common Reader**

- i. **Details** As in the past, Student Affairs and Academic Affairs work collaboratively to put on the First Year Convocation. This year is no exception; however, there will be some changes this year. First Year Convocation will be Friday 14 Aug 2015 beginning at 9:00 a.m. in the Centennial Center (per the 2015-2016 Governance Calendar). Following the

convocation, students will break out into colleges with details forthcoming regarding this. The Common Reader book this year is *The Other Wes Moore*. This is the story of two kids with the same name both growing up in the decaying city of Baltimore. One grew up to be a Rhodes Scholar while the other ended up in prison for life for felony murder.

- ii. **Appreciation** I want to thank those who helped with the book selection and who have been a sounding board for new ideas for this year's First Year Convocation. They are: Drs. Elaine Whitaker, Alex Blazer, & Carolyn Denard, Ms. Shaina McGill, Mr. Mike Augustine, & Mr. Kell Carpenter. Like last year, all first year students will receive a copy of the book during orientation and all faculty and professional staff will receive a copy of the book as well. I hope you will enjoy reading this book as much as I did!
  - d. **General Education** Georgia College has submitted and received acceptance into AAC&U's 2015 Institute on General Education and Assessment which entails sending a team of six faculty (June 2- June 6 to University of Central Oklahoma). The team members include: Cynthia Alby, Kimberly Cossey, Cara Meade, Julia Metzker, Amy Sumpter, & Noland White. The team leads are: Cara Meade & Julia Metzker. Thank you for putting together our application (Reimagining General Education at Georgia College) and for agreeing to be a member of this team. Being a team member is a long term commitment. If you recall President Dorman mentioned in his State of the University address "to review our core courses within the context of our mission and AAC&U's LEAP Initiative" and I see this summer institute as being the foundation to this effort.
  - e. **Task Force on Minors and Dual Degrees & Double Majors**
    - i. A task force has been created to:
      - Review the process for declaring a minor and make recommendations.
      - Review the numbers of students who declare a minor and graduate with a minor across all university minors
        - What is the impact on degree programs regarding those who declare a minor and do not graduate with this minor?
      - Review the process for declaring a dual degree and/or a double major and make recommendations.
      - Review the numbers of students who declare a dual degree and graduate with dual degrees across all university disciplines/majors.
        - Do dual degree students take longer to graduate than those with only one degree and what are the implications for the four year graduation rates, including but not limited to Hope implications?
    - ii. I anticipate a kick-off meeting this spring with the task force at large and then work over the summer by task force co-chairs and subject matter experts with a final report by December 2015. Members include: Tom Ormond (co-chair), Dale Young (co-chair), Sunita Manian (Arts and Sciences), Bob Duesing (Business), Judy Malachowski (Health Sciences), Stephen Wills (Education), Joe Mocnik (Library), Ben McMillan (University Senate). Subject matter experts include: Mike Augustine, Chris Ferland, Kay Anderson.
  - f. **Upcoming Workgroup/Task Forces** Keep an eye open for volunteer opportunities on the following workgroups/task forces: What does it mean to be a public liberal arts university? AND Seeking Phi Beta Kappa status.
3. **STUDENT EXCELLENCE** As always there are many great stories to share regarding our GC students. Here are some examples of what our students are doing.
- a. **Washington Center** Two students, **Mr. Juawn Jackson** (Political Science) and **Ms. Sarah Dickinson** (Mass Communication), received prestigious Washington Center internships for this summer. These internships are a part of The New York Life Higher Education Civic Engagement Awards sponsored by the New York Life Foundation. As one of the five 2014 New York Life Higher Education Civic Engagement Award recipients, Georgia College received \$20,000 in

scholarship funding to help students participate in The Washington Center's Academic Internship Program in the nation's capital during the following year. Juawn has accepted a press appointment in US Congressman Sanford Bishop Jr.'s office. Congressman Bishop represents middle and southwest Georgia. Georgia College is delighted to have these two students representing us this summer in DC as part of this internship program.

- b. **Regent's Park College Ms. Anna Democko**, history major, will be the first Georgia College student to attend Regent's Park College at The Oxford University. She will attend Regent's Park this fall during their Michaelmas term.
  - c. **Music Education** Graduating senior **Ms. Christina Bailey** received national recognition from NAFME (National Association for Music Education) by winning the NAFME Collegiate Professional Achievement Recognition award. Out of nearly seven hundred collegiate chapters across the United States, she was one of only sixteen students recognized. Georgia College was the only university in Georgia represented. Dr. Patti Tolbert (Professor Emeritus) nominated Christina.
  - d. **Appreciation** Thanks to the faculty and staff who have assisted these and other students in achieving their dreams.
4. **QUESTIONS** Senior Associate Provost Tom Ormond invited questions from the floor. There were none.

**RECOGNITIONS:** Presiding Officer Susan Steele distributed a university senator pin and certificates.

1. **UNIVERSITY SENATOR PIN** Susan Steele's awarded a university senator pin (recognizing first-time member of the University Senate) to Dr. Karen Berman who had replaced Bill Fisher as Presidential Appointee to the Faculty Affairs Policy Committee effective 01 Jan 2015.
2. **CERTIFICATES** Susan Steele (Presiding Officer) invited fellow university senate officers John R. Swinton (Presiding Officer Elect) and Craig Turner (Secretary) to assist as runners for the distribution of certificates.
  - a. Susan Steele noted that certificates of recognition were signed by President Dorman and awarded for participating in shared governance to three groups of individuals who
    - i. serve on a senate committee who are not also university senators – called "volunteers"
    - ii. are completing their term of service as a university senator – called "senators completing terms", and
    - iii. serve as a committee officer, university senate officer, or serve on Executive Committee – called "leaders."Volunteers, senators completing terms, and leaders who served as standing committee vice-chairs or standing committee secretaries who were not present today will have their certificates hand delivered by Susan Steele at some point following the meeting.
  - b. Susan Steele recognized Lyndall Muschell with a certificate. Lyndall had served as a member of the Executive Committee to represent the College of Education faculty during the 2014-2015 academic year as well as Presiding Officer Elect of the 2012-2013 University Senate, Presiding Officer of the 2013-2014 University Senate and Past Presiding Officer during the 2014-2015 academic year.
  - c. Susan Steele recognized John R. Swinton with a certificate. John had served as a member of the Executive Committee to represent the College of Business faculty during the 2014-2015 academic year as well as the Vice-Chair of the Executive Committee and Presiding Officer Elect of the University Senate during the 2014-2015 academic year and will serve as the Presiding Officer of the 2015-2016 University Senate.
  - d. Susan Steele recognized Craig Turner with a certificate. Craig had served as a member of the Executive Committee to represent the College of Arts and Sciences faculty during the 2014-2015 academic year as well as the Secretary of the University Senate, Executive Committee, and Subcommittee on Nominations during the 2014-2015 academic year.
  - e. Susan Steele recognized Ben Davis with a certificate. Ben had served as a member of the Executive Committee to represent the Library faculty during the 2014-2015 academic year.

- f. Susan Steele recognized President Dorman with a certificate for his service as a member of the Executive Committee and noted that he had signed his own certificate.
- g. Susan Steele recognized John Sirmans with a certificate. John had served as the Parliamentarian of the 2014-2015 University Senate.
- h. Susan Steele recognized the standing committee chairs individually. Howard Woodard (APC Chair, Regrets), Stephen Wills (CAPC Chair), Tom Toney (FAPC Chair), Ben McMillan (RPIPC Chair), Julia Metzker (SoCC Chair), and Macon McGinley (SAPC Chair, Regrets).
- i. Susan Steele recognized the standing committee vice-chairs individually. Donovan Domingue (APC Vice-Chair, Regrets), William Miller (CAPC Vice-Chair, Regrets), Barbara Roquemore (FAPC Vice-Chair), Jan Clark (RPIPC Chair), Amy Sumpter (SoCC Chair), and Amy Pinney (SAPC Vice Chair, Regrets).
- j. Susan Steele recognized the standing committee secretaries individually. John Sirmans (APC Secretary), Juan Ling (CAPC Secretary, Volunteer), Carol Sapp (FAPC Secretary, Volunteer), Brittney Johnson (RPIPC Secretary, Absent), Kay Anderson (SoCC Secretary), and Nicole DeClouette (SAPC Secretary), presidential appointees Costas Spirou (APC), Kay Anderson (CAPC), Karen Berman (FAPC), Susan Allen (RPIPC), Victoria Ferree (SAPC), and elected faculty senators
- k. Susan Steele recognized university senators with terms ending at the conclusion of the 2014-2015 academic, some of whom were re-elected or re-appointed to the 2015-2016 university senate. These included selected student senators Juawn Jackson and Tyler Bragg; selected staff senators Ruth Eilers, Brittney Johnson, Lindy Ruark, Evelyn Thomas, and elected faculty senators Elissa Auerbach, Ben Davis, Mike Gleason, Maureen Horgan Amanda Jarriel, Julia Metzker, William Miller, Lyndall Muschell, John R. Swinton, Amy Sumpter, Craig Turner, and Stephen Wills.
- l. John R. Swinton interjected and recognized Susan Steele with a certificate. Susan will complete her term of service as Presiding Officer of the 2014-2015 University Senate at the adjournment of 24 Apr 2015 meeting. Those present expressed their appreciation to Susan with applause.

**UNFINISHED BUSINESS:** There were no items of unfinished business.

**NEW BUSINESS:** There were four motions (three FAPC, one ECUS) listed as items of new business.

1. **MOTION 1415.FAPC.001.P (POLICY DEFINING EMERITUS/EMERITA STATUS)** On behalf of the committee, Tom Toney, FAPC Chair, presented the motion *To recommend the proposed policy in the supporting document entitled "Faculty and Administrative Emeritus Status and Benefits" as University Policy, and to endorse the definitions and procedural recommendations made therein.*
  - a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1415.FAPC.001.P, accessible in the online motion database, was displayed on the big screen. There was one supporting document.
    - i. *Faculty and Administrative Emeritus Status and Benefits* An MSWord file providing the proposed policy in the university senate template format.
  - b. **CONTEXTUAL INFORMATION** Tom Toney shared the following contextual information.
    - i. The supporting document was drafted by Douglas A. Goings guided by a Kennesaw State University policy and was reviewed, edited, and endorsed by FAPC at its 3 Apr 2015 meeting for presentation as a motion to the university senate.
  - c. **DISCUSSION** There was only one point of discussion.
    - i. A point of clarification was sought from the floor with the question – are the proposed items of entitlement viable – specifically the eligibility for free membership at the Georgia College Fitness Center?
    - ii. Tom Toney noted that there was a qualifier citing the language *with the approval of the appropriate department and/or unit authority, and subject to budgetary constraints, an*

*emeritus faculty may be entitled to* as a preface to items whose viability was not absolutely certain in the minds of the members of FAPC who had endorsed the proposal.

iii. A MOTION to CALL THE QUESTION was seconded and adopted on a 13 for and 10 against hand vote only to have the main motion fail on an 11 for to 12 against hand vote.

iv. A MOTION to COMMIT, specifically *To send the policy document back to the Faculty Affairs Policy Committee to review the viability of the proposed entitlements in consultation with appropriate university departments* was made and seconded and approved by a voice vote.

d. **SENATE ACTION** Motion 1415.FAPC.001.P was *committed* (see 1.c.iv above).

2. **MOTION 1415.FAPC.002.P (POST TENURE REVIEW (POST-TR))** On behalf of the committee, Tom Toney, FAPC Chair, presented the motion *To recommend the proposed Post-Tenure Review (Post-TR) Policy in the supporting document entitled "Proposed Post-Tenure Review (Post-TR) Policy" as University Policy, and to endorse the forms and procedural recommendations made therein.*

a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1415.FAPC.002.P accessible in the online motion database, was displayed on the big screen. There were four supporting documents.

i. *Proposed Post-Tenure Review (Post-TR) Policy (MSWord format)* An MSWord file providing the proposed policy with the proposed edits incorporated.

ii. *Proposed Post-Tenure Review (Post-TR) Policy (pdf format)* An pdf file providing the proposed policy with the proposed edits incorporated.

iii. *Proposed Post-Tenure Review (Post-TR) Policy (MSWord Track Changes)* An MSWord file providing the proposed policy with the proposed edits shown in Track Changes format.

iv. *Proposed Post-Tenure Review (Post-TR) Policy (pdf Track Changes)* A pdf file providing the proposed policy with the proposed edits shown in Track Changes format.

b. **CONTEXTUAL INFORMATION** Tom Toney shared the following contextual information, essentially scrolling through the document and noting the proposed revisions.

i. The correction of the links to the policy and Post-TR forms in the header of the document,

ii. The insertion of a December 1 entry in item VI Post-TR Calendar where the immediate supervisor (department chair) notifies the Chief Academic Officer (provost) of the conclusion of the Post-TR (Section XV) and retains the Post-TR portfolio (Section IX).

iii. In Section IX, the details of portfolio retention. *The supervisor of the Post-TR candidate shall retain the Post-TR portfolio in the department files in compliance with the University System of Georgia Records Retention Schedule.*

iv. In Section XI, the details of the presence of the department chair at the meeting of the discussion of the results between the Post-TR candidate and Post-TR committee chair. *The immediate supervise of the Post-TR candidate shall be present for this discussion.*

v. The insertion of Section XV. *Notification of Completion: At the conclusion of the Post-TR process, the immediate supervisor of the Post-TR candidate shall complete Form 3 in compliance with the Post-TR calendar in Section VI. Form 3 shall be sent to the Chief Academic Officer and copied to the Post-TR candidate. The immediate supervisor shall place a copy of the completed Form 3 in the Post-TR candidate's personnel file within the department.*

vi. The insertion of Form 3.

c. **DISCUSSION** There was no discussion.

d. **SENATE ACTION** Motion 1415.FAPC.002.P was *approved* with no discussion.

3. **MOTION 1415.FAPC.003.P (POLICY FOR THE USE OF STUDENT OPINION SURVEYS)** On behalf of the committee, Tom Toney, FAPC Chair, presented the motion *To recommend the proposed Policy for the Use of Student Opinion Surveys in the supporting document entitled "Proposed Policy for the Use of Student Opinion Surveys" as University Policy, and to endorse the guidelines, directions, and procedural recommendations made therein.*

- a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1415.CAPC.007.C, accessible in the online motion database, was displayed on the big screen. There were six supporting documents.
  - i. *Proposed Policy for the Use of Student Opinion Surveys (MSWord format)* An MSWord file providing the proposed policy in the university senate policy template format.
  - ii. *Proposed Policy for the Use of Student Opinion Surveys (pdf format)* A pdf file providing the proposed policy in the university senate policy template format.
  - iii. *Student Opinion Surveys: PPPM Language to be Replaced (MSWord format)* An MSWord file providing the two statements in the Policies, Procedures, and Practices Manual that the proposed policy would (if adopted) replace.
  - iv. *Student Opinion Surveys: PPPM Language to be Replaced (pdf format)* A pdf file providing the two statements in the Policies, Procedures, and Practices Manual that the proposed policy would (if adopted) replace.
  - v. *Student Opinion Surveys: Contextual Cover Memo (MSWord format)* An MSWord file providing the cover memo from Provost Brown that accompanied the proposed policy.
  - vi. *Student Opinion Surveys: Contextual Cover Memo (pdf format)* A pdf file providing the cover memo from Provost Brown that accompanied the proposed policy.
- b. **CONTEXTUAL INFORMATION** Tom Toney shared the following contextual information.
  - i. This policy was discussed at length over multiple meetings of the Faculty Affairs Policy Committee. One of the points of conversation was that there is a mechanism by which small classes (classes below the threshold of 10 undergraduate or 5 graduate) can be surveyed.
- c. **DISCUSSION**
  - i. A question from the floor – Did you talk to Institutional Research Director Chris Ferland regarding the thresholds (10 for undergraduate, 5 for graduate)?
  - ii. Tom Toney’s response: while we did not talk directly to Chris Ferland, we understand the thresholds in use, while somewhat arbitrary are prominent.
  - iii. Steven Jones pointed out that the provider of the student opinion surveys, IDEA (Individual Development and Educational Assessment), (1) recommends the establishment of a baseline of at least six surveys per faculty member and at least ten students per survey before the results of the survey are used meaningfully (2) specifically three of their statisticians recommend at least ten students per survey before interpreting the results to have any statistical validity.
  - iv. One speaker from the floor wanted to go on record that *I (and my department) believe this is a terrible survey.*
  - v. A comment from the floor indicated that the proposed policy represents the culmination of four years of work by a series of work groups including University Chairs Council and the Faculty Affairs Policy Committee and is primarily a cleanup to replace the now very dated policies with one that reflects current practice.
  - vi. A concern of confidentiality for the students in small classes, one person indicating that it is sometimes possible to bundle courses when small to promote the desired confidentiality.
  - vii. A question from the floor, what if students want to provide feedback for a course where the survey is not scheduled to be implemented? A response to this question noted that the proposed policy has a minimum of two courses per faculty member and this proposed practice emerged for three reasons: (1) to reduce the cost of the surveys, where the cost is proportional to the number of students completing them (2) this was the longstanding past practice of the student surveys in the previous iteration of student opinion surveys (3) there was a vocal response from students who were feeling survey overload when all courses with enrollments exceeding the aforementioned thresholds were surveyed.

- d. Presiding Officer Susan Steele noted that the time to adjourn (4:45 p.m.) was nearing as it was 4:42 p.m. and noted that the meeting would have to be adjourned in the absence of a motion to extend. A MOTION to EXTEND THE MEETING, specifically *to extend the time of adjournment for the meeting by ten minutes (from 4:45pm to 4:55pm)*, was made and seconded and passed on a voice vote with a vocal minority voting against extension of the meeting.
  - e. **SENATE ACTION** Motion 1415.FAPC.003.P was *approved* with no further discussion.
4. **MOTION 1415.EC.002.R (ENDORSE EMERGENCE OF GRADUATE COUNCIL)** On behalf of the committee, Susan Steele, ECUS Chair, presented the motion *To endorse the emergence of a Graduate Council at Georgia College*.
- a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1415.EC.002.R, accessible in the online motion database, was displayed on the big screen. There was one supporting document.
    - i. *Graduate Council bylaws* An MSWord file providing the most current draft of the Graduate Council Bylaws dated 7 Apr 2015.
  - b. **CONTEXTUAL INFORMATION** Susan Steele offered the following contextual information.
    - i. This proposal has been developed by a drafting group consisting of graduate faculty in collaboration with Director of Graduate Studies Tom Ormond.
    - ii. This proposal has been reviewed by the Executive Committee of the University Senate on two occasions, each one producing suggestions for the drafting group's consideration.
    - iii. The Curriculum and Assessment Policy Committee (CAPC) has also reviewed the draft bylaws with respect to its implications of the role of the Graduate Council in curricular review.
    - iv. Susan Steele invited Director of Graduate Studies Tom Ormond to provide additional information, who declined indicating his satisfaction with the details already shared.
  - c. **DISCUSSION** There was only one point of discussion.
    - i. Student Government Association fully endorsed this.
  - d. **SENATE ACTION** Motion 1415.EC.002.R was *approved* with no further discussion.

**COMMITTEE REPORTS:** The following committee reports were given.

1. **EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)** – Susan Steele  
*Officers: Chair Susan Steele, Vice-Chair John R. Swinton, Secretary Craig Turner*
- a. **No Oral Report** Susan Steele elected not to provide an oral report (due to the shortness of time) and filed a written report for inclusion in the minutes with the following topics.
    - i. **Committee Volunteer Survey** Susan Steele had surveyed the volunteers serving on university senate committees as to whether a wearable token of appreciation (like the university senate pin for university senators) was desired. The consensus opinion of the survey respondents was that no wearable token of appreciation was necessary. This feedback closed the consideration of establishing a practice to provide wearable tokens of appreciation to volunteers, realizing that of course this matter could be revisited in the future.
    - ii. **Campus Resources** With the assistance of our Chief Information Officer Bob Orr, we have been able to add a link to the Governance Calendars to the list of links to Campus Resources within Unify.
    - iii. **2015-2016 Governance Calendar** Since the 27 Feb 2015 meeting of ECUS, the 2015-2016 governance calendar has been posted to the university senate websites – both at the green page <http://us.gcsu.edu> and <http://senate.gcsu.edu> by Craig Turner. In addition, Craig Turner advertised its availability by email to ECUS members and to the members of the 2014-2015 university senate on 2 Mar 2015 encouraging them to distribute the information of this availability to others as the recipients deemed appropriate. This update brings closure to the 2014-2015 ECUS consideration of this matter.

2. **SUBCOMMITTEE ON NOMINATIONS** (SCoN) – John R. Swinton

*Officers: Chair John R. Swinton, Secretary Craig Turner, No Vice-Chair position for this committee.*

- a. **Governance Retreat** Deposit for retreat location sent. Next step is a survey concerning food and transportation. Following that the next task is to create an agenda.
- b. **Slate of Nominees** Qualtrics survey for Committee preferences is done. A slate of nominees for the officers and committees of the 2015-2016 is posted for next week's vote. We (SCoN) have one nomination each for Presiding Officer Elect and Secretary.
- c. **Parliamentarian** John Sirmans has agreed to continue as University Senate Parliamentarian for the 2015-2016 academic year.

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

*Officers: Chair Howard Woodard, Vice-Chair Donovan Domingue, Secretary John Sirmans*

- a. **Meeting** The APC committee did not meet on Friday 3 Apr 2015
- b. **Student Representation on APC** The only item for discussion was a student representation on the APC. The chair recommended to the committee by email to defer the topic to the new APC for 2015-2016 since the issue would not affect the current committee, as this was their final meeting as a committee.

4. **CURRICULUM AND ASSESSMENT POLICY COMMITTEE** (CAPC) – Stephen Wills

*Officers: Chair Stephen Wills, Vice-Chair Bill Miller, Secretary Juan Ling*

- a. **No Oral Report** Stephen Wills elected not to provide an oral report (due to the shortness of time) and filed a written report for inclusion in the minutes with the following topics.
  - i. **Department Name Changes** The 3 Apr 2015 CAPC meeting was spent discussing the changing of the names of academic departments and whether such requests are within the scope of what CAPC should be considering. However, in response to the requested consultation, CAPC had no issues with renaming the Department of Music Therapy to Creative Arts Therapies or the Theatre Department to the Department of Theatre and Dance.
  - ii. **Graduate Council** CAPC also discussed the role of the new Graduate Council in CAPC-related decisions and questioned how the Graduate Council will fit into the governance process.

5. **SUBCOMMITTEE ON CORE CURRICULUM** (SoCC) – Julia Metzker

*Officers: Chair Julia Metzker, Vice-Chair Amy Sumpter, Secretary Kay Anderson*

- a. **No Oral Report** Julia Metzker elected not to provide an oral report (due to the shortness of time) and filed a written report for inclusion in the minutes with the following topics.
  - i. **SoCC Intranet Site**
    - Policies, procedures and courses under review are viewable at <http://intranet.gcsu.edu/socc>
  - ii. **Courses Recently Approved (Area B2)**
    - Comparative and International Perspectives on Teaching, Learning, and Culture
    - Reinterpreting Our Experiences of the World: Cultural Productions into Visual Arts
    - Big Data & Technology Transforming Life & Work
  - iii. **Courses Submitted: Review in Progress**
    - Captivity (Area B2)
    - Intermediate Accounting III (Global Overlay)
  - iv. **Other Activity**
    - **State of the Core Report** A subgroup continues preparing a state of the core report to share with campus. This report will address the history and current status of the core as well as make recommendations for future development in the curriculum.

6. **FACULTY AFFAIRS POLICY COMMITTEE** (FAPC) – Tom Toney

*Officers: Chair Tom Toney, Vice-Chair Barbara Roquemore, Secretary Carol Sapp*

- a. **Motions** Two out of three ain't bad! Thank you to Craig Turner for entering two FAPC motions into the online motion database, specifically student opinion surveys and post-tenure review.
- b. **Meeting** The Faculty Affairs Policy Committee of the University Senate met on 3 Apr 2015 from 2:00pm to 3:15pm. The following topics were discussed.
  - i. **Student Opinion Survey Policy** Ashley Taylor and Mike Rose reviewed the proposed policy and recommended approval by Faculty Affairs. It was voted on and passed by the committee. It was presented as a formal motion at today's meeting and was approved.
  - ii. **Emeritus Faculty Policy** Douglas Goings presented a rights/privileges document guided by Kennesaw State University document and consistent with existing USG policy. It was voted on and passed by the committee and was presented as a formal motion at today's meeting. It was not passed by the university senate and the consensus was to send it back to committee to review the viability of awarding the benefits that were proposed.
  - iii. **Post-tenure Review Policy** Mike Rose, in consultation with Craig Turner, presented some final wording to "clean up" the overall document that was approved last year. It was moved to be adopted as policy at this meeting and it was approved.

7. **RESOURCES, PLANNING AND INSTITUTIONAL POLICY COMMITTEE (RPIP)** – Ben McMillan

*Officers: Chair Ben McMillan, Vice-Chair Jan Clark, Secretary Brittney Johnson*

- a. **No Meeting** The RPIP did not meet on Fri 3 Apr 2015.
- b. **Sustainability Council** On behalf of RPIP, a request was passed from the committee to ECUS to allow Paul Murray, President of the student Environmental Science Club and representative of the Sustainability Council to take 10 minutes of time at either of the two remaining University Senate meetings this semester for an informational update on the GC recycling program successes and challenges.

8. **STUDENT AFFAIRS POLICY COMMITTEE (SAPC)** – Juawn Jackson for Amy Pinney for Macon McGinley

*Officers: Chair Macon McGinley, Vice-Chair Amy Pinney, Secretary Nicole DeClouette*

- a. **Oral Report** Student Government President Juawn Jackson was reporting for Amy Pinney and deferred all items of the SAPC report except one, highlighting item i below.
- b. **Meeting** The SAPC met on Fri 3 Apr 2015 from 2:00pm to 3:15pm and discussed the following topics.
  - i. **Common Meeting Time** SGA is not satisfied with RPIP's decision not to pursue the common meeting time issue. This dissatisfaction is due to the significant, and in some cases extraordinary, decrease in RSO participation, as well as the impossibilities it creates for attendance to necessary meetings. Therefore, SGA will renew its attention to this issue next term.
  - ii. **Student Representative on APC** SAPC members were pleased to hear that Dr. Woodard will recommend (via the 2014-2015 APC annual report) that the 2015-2016 APC consider the addition of a student representative to APC, and look forward to continuing this pursuit in the coming year.
  - iii. **Student Bill of Rights** SGA is taking some responsibility for disseminating the Student Bill of Rights.
  - iv. **Class Absences** SAPC continued the conversation on professors and make-up work after a student has been hospitalized or missed class for an extended time due to medical reasons. Dr. Lewter and Dr. Pinney reported out the conversation that occurred at the 27 Mar 2015 meeting of the University Senate.
  - v. **Annual Report** The committee worked together to prepare the annual report, considering reflections and recommendations for next year's SAPC.

9. **STUDENT GOVERNMENT ASSOCIATION (SGA)** – Juawn Jackson

*Officers: President Juawn Jackson, Vice President Gina Webber, Secretary Laura Ahrens, Treasurer David Gastley*

- a. For the 2015-2016 University Senate, Selected Student Senators Juawn Jackson (serving on SAPC) and Netta Ben-Hashal (serving on SAPC) with Ginny Crowson the SGA Appointee to RPIPC and Barrett Stanley the SGA Appointee to SAPC
- b. Preparing End of the Year Report
- c. Completed FY16 Budget Allocations to registered student organizations
- d. Student Justices have been selected and were interviewed for next year
- e. Student led regime to Capital Incident
  - i. The Bobcat Growl
  - ii. Authorize additional guidance from Union officers
  - iii. Meeting with PCOD
- f. Endorsement resolution (From Budget Requests/ Prioritization Reports)
  - i. Full-time LGBT position
  - ii. Additional Funds to Writing Center
  - iii. Division Programs: Bridge Scholars and Glimpse Programs
  - iv. Assistant Athletic Director to assist with fundraiser

**ANNOUNCEMENTS:** There were no announcements.

**OPEN DISCUSSION:** There were no items of open discussion.

**PASSING THE GAVEL:** Susan Steele (Presiding Officer of the 2014-2015 University Senate) called John R. Swinton (Presiding Officer of the 2015-2016 University Senate) to the front of the room. Susan Steele had purchased a gavel to donate to the university senate and formally passed this gavel to John R. Swinton transferring the role of Presiding Officer of the University Senate with the following three questions.

1. Will you view your role as presiding officer as an opportunity, rather than a burden?
2. Will you be a faithful steward of the resources of the University Senate?
3. Will you promise to always have a joke in your pocket to use when things get hairy?

One individual from the floor recommended this be the new formal manner in which the gavel would be passed. There was an enthusiastic reception of the idea from those present although this reception was not formalized with a vote.

**ADJOURN:**

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. **MOTION TO ADJOURN** As there was no further business, a motion to adjourn was made, seconded, and approved. The meeting was adjourned at 4:55 p.m. A motion to extend the time of adjournment for the meeting by ten minutes (from 4:45pm to 4:55pm) was made, seconded and approved at 4:42 p.m. during the deliberation of motion 1415.FAPC.003.P.
3. **COMMITTEE ANNUAL REPORTS** To comply with the university senate bylaws, note that the committee annual reports for the 2014-2015 academic year are due on Monday, 27 Aug 2015 and will be posted at the university senate archive ( [http://us.gcsu.edu/Annual\\_Reports\\_2014-2015/index.htm](http://us.gcsu.edu/Annual_Reports_2014-2015/index.htm) ) once they are received. The relevant university senate bylaw is provided below.

*IV. Section 2. Annual Reports. The committees listed in V. Section 2.A.1 shall constitute the standing committees of the University Senate. Each standing committee and the Executive Committee shall present a comprehensive, written, annual report in an appropriate format to the Executive Committee. This report shall include a summary of the major items considered by the committee during the academic year and the disposition of each. The Executive Committee shall set a due date and the format of these reports in consultation with the standing committee chairs and these reports shall be posted with the minutes of the last University Senate meeting of the academic year*