

**2016-2017 University Senate  
Minutes for the 18 Nov 2016 Meeting**

*University Senate Officers: Presiding Officer Chavonda Mills, Presiding Officer Elect Nicole DeClouette, Secretary Craig Turner*

**PRESENT (40)** Laura Ahrens, Kay Anderson, Alex Blazer, Robert Blumenthal, Louis Bourne, Hauke Busch, Rodica Cazacu, Jolene Cole, Nicole DeClouette, Steve Dorman, Josie Doss, Renee Fontenot, Heidi Fowler, Emily Gomez, Jan Hoffmann Clark, David Johnson, Bradley Koch, Mary Jean Land, Catrena Lisse, Mary Magoulick, Daniel McDonald, David McIntyre, Ben McMillan, Chavonda Mills, Lyndall Muschell, Christine Mutiti, Stephanie Opperman, Amy Pinney, Joanne Previts, Barbara Roquemore, Claire Sanders, Carol J. Sapp, Evita Shinholster, Costas Spirou, John R. Swinton, Ashley Taylor, Tom Toney, Craig Turner, Shaundra Walker, James J. Winchester.

**ABSENT (1)** Min Kim.

**REGRETS (9)** Susan C. Allen, Millicent Dempsey, Will Hobbs, Kristy Johnson, Juan Ling, Altimease Lowe, Kevin Morris, Susan Steele, J.F. Yao.

**GUESTS (12)**

<b>First Name</b>	<b>Last Name</b>	<b>2016-2017 Committee</b>	<b>Description Role on University Senate or Postion at the University</b>
John	Bowen	None	<i>Senior Manager, Parking and Transportation Services</i>
Beauty	Bragg	None	<i>2016-2017 Provost Fellow</i>
Shea	Council	None	<i>Administrative Assistant to the University Senate</i>
Terrell N.	Davis	None	<i>Editor, University Senate Newsletter AND Student</i>
Carolyn	Denard	APC	<i>Associate Vice President for Student Success</i>
Monica	Ketchie	FAPC	<i>Assistant Professor of Nursing</i>
Andy	Lewter	SAPC	<i>Dean of Students</i>
Gita	Phelps	None	<i>Associate Professor of Computer Science</i>
Sadie M.	Simmons	None	<i>Compliance/ Policy Officer</i>
John	Sirmans	None	<i>Parliamentarian of the 2016-2017 University Senate</i>
Carol	Ward	None	<i>Associate Director, Human Resources</i>
Artis	Williamson	None	<i>Executive Director of Extended University</i>

**CALL TO ORDER:** Chavonda Mills, Presiding Officer of the 2016-2017 University Senate, called the meeting to order at 3:31 p.m.

**CONSENT AGENDA:**

***Consent Agenda  
Special Rule of Order  
two-thirds vote required***

*A consent agenda may be presented by the Presiding Officer at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the assembly.*

A consent agenda was available as an item of business listed on the meeting agenda and read as follows.

- 1. New Course KINS 4253 - Modify Existing Program*** The new course proposal, KINS 4253, will replace a former "special topics" course. It will be added to the pre-professional concentration, replacing KINS 4343. The following prerequisite change will be made: In the Fitness and Performance Concentration, KINS 3212 will replace KINS 2103. The title of

Internship in Exercise Science will be assigned to KINS 4206 for registration clarity and programmatic tracking.

2. ***Internships KINS - Modify Existing Program*** A title of Internship in Public Health will be assigned to KINS 4306 for registration clarity and programmatic tracking.
3. ***Minor in Physical Education - Modify Existing Program*** Modifications will be made to the minor in Physical Education to allow students more choices of courses to satisfy the minor. KINS 3203, KINS 3103, ODED 2110, and ODED 2140 will be added as 3 credit hour options for the minor in Physical Education. KINS 3203 and KINS 3103 will be removed from the required courses.
4. ***Outdoor Education Courses - Modify Existing Program*** Modifications will be made to the prerequisites for ODED 3530, 3540, 4520, 4540, 4560, 4908, 4920, and 2150. All other prerequisites will be removed.
5. ***Prerequisites for Global Health - Modify Existing Program*** The prerequisites for the major and/or minor in Global Health Studies will be delineated to allow students pursuing the minor to register for a 4000 level course.
6. ***New Course, M.A. in Art Therapy - Modify Existing Program*** ARTH 6900 Specialization: Trauma and Art Therapy will satisfy current standards set by the American Art Therapy Association that states that programs must offer an area of specialization. It must be added spring 2017 for current students to meet the requirements.
7. ***Master of Music Therapy - Modify Existing Program*** Changes are proposed to the Master of Music Therapy. These changes are proposed to align the MMT more closely with healthcare need and the American Music Therapy Association Advanced Competencies. The current MMT is 30 credit hours; the proposal will result in 35 credit hours. Four new courses will be added, one new course will be added to the supportive classes, and the number of supportive courses will be reduced from 9 credits to 6 credits. MUST 6490 Comprehensive Examination and MUST 6610 Project or Thesis Defense will be discontinued as courses and become part of the Thesis/Final Project process for graduation.
8. ***New Course KINS 6560 - Modify Existing Program*** KINS 6560 Health Policy Analysis will replace a former "special topics" course.
9. University Senate Meeting Agenda (11/18/16)
10. University Senate Minutes (10/21/16)

A **MOTION** to adopt the consent agenda was made and seconded and adopted with no proposed extractions and no further discussion with no dissenting voice.

**AGENDA:** The agenda for this meeting was *approved as circulated* as item 9 of the consent agenda.

**MINUTES:** The minutes (21 Oct 2016 university senate meeting) were *approved as circulated* as item 10 of the consent agenda.

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

1. **THANKSGIVING** As we approach the Thanksgiving holiday, let me say how thankful I am for the faculty, staff and students of Georgia College. We work and learn in a special place. And, it takes all of us together, working diligently to build the successful university that we enjoy. So, thank you for your work and for making Georgia College a great place to be. I hope that all of you have time over the next few days to visit with friends and family and express your thanks.
2. **DIRECTOR OF PUBLIC SAFETY AND CHIEF OF POLICE SEARCH UPDATE** We will start a new search for the GC Director of Public Safety and Chief of Police position in January. Our initial search did not deliver the experienced level of leadership that Ms. Allen, the hiring authority, was seeking for this position. As you know, this position is one of the most critical positions of any college campus. College campus safety is becoming increasingly complex, coupled with high expectations. The search included an end date, as

opposed to an open-until-filled posting, which has required closing the initial search and starting a new one. My hope is that this position will be filled during the spring semester. I hope everyone will continue to remain involved in the process as your feedback is very important.

3. **EMPLOYEE PARKING RATES** At the last university senate meeting, I understand that there was some discussion regarding the implementation of an increase to the annual fee for faculty and staff parking which was levied at the beginning of this academic year. While it was my understanding that this fee (\$20 increase from \$80 annually to \$100 annually) had the approval of the PTAC (Parking and Transportation Advisory Committee), it has become clear in the last few days this was not the case. Therefore, I have asked Ms. Allen to immediately rescind the fee increase of \$20. All employees who have paid the fee increase will receive reimbursement in their November pay checks. Let me apologize for this oversight in assuring that shared governance was practiced in the levying of this fee. I can assure you in the future that any fee of this type will be taken through the proper shared governance processes (in this case PTAC) prior to its implementation.
4. **SEARCH FOR NEW EXECUTIVE VICE CHANCELLOR AND CHIEF ACADEMIC OFFICER** Recently, the current Vice Chancellor and Chief Academic Officer for the USG, Dr. Houston Davis, announced that he would be accepting a position as the president of Central Arkansas University. Chancellor-elect Dr. Steve Wrigley has announced a search committee and process for securing a new Chief Academic Officer for the system. I would encourage you to follow this process and be involved in the selection of this new leader for the system.
5. **PARKS HALL PARKING** The Parks Hall parking lot will be closed toward the end of November to begin the process of reroofing the Maxwell Student Union and Chappell Hall. Closing the lot at this time will allow some work to be done while Georgia College is closed for the holiday breaks. This project is expected to be completed early in the spring.
6. **CAREER CENTER UPDATE** The Career Center increased student participation in FY 2016. This increase includes presentations to over 3,400 students as well as a 25% increase in the number of individual career advising sessions. This fall, the Career Center began working with the class of 2020 as the first official Milestones class. As of November 9, the Career Center has already counted 5,921 participations from students, which includes 1,031 individual career advising appointments.
7. Career Planning Milestones include:
  - a. **First Year Milestone – Career Assessment and Group Discussion** 1,176 first-year students have already completed a career assessment.
  - b. **Second Year Milestone – Resume Reviews** 480 students have completed resume reviews.
  - c. **Third Year Milestone – Mock Interviews** 284 students completed mock interviews.
  - d. **Fourth Year Milestone – Senior Check-In** 379 seniors have met with a Career Advisor.

Over 1,600 students participated in career fairs this fall, including the Graduate School Fair. Attendance at each fair reached record numbers. For the first time, over 250 students attended the Graduate School Fair. The Career Center invites any faculty member to collaborate with them to use mock interviews, resume reviews, participation in networking events, and career planning as part of a class assignment. Departments have worked with the Career Center to offer major-specific career planning and exploration activities this fall that some used these as a class requirement. Faculty members can contact Mary Roberts or Dwayne Peterson before January to plan for a spring assignment.

8. **SCCP UPDATE** Let me thank each of you who have contributed to the State Charitable Contributions Program (SCCP). Many of you have given or are giving through payroll deduction gifts to this campaign. As of this writing over 300 of our faculty and staff have participated in the campaign. I believe this is the largest number ever to participate at GC. So far, the fund is up to over \$40K with a 25% participation rate. These totals reflect the highest giving among any of the USG schools, only to be out ranked by the Chancellor's office. I think this says so much about us as an institution that we lead the way in charitable giving. Let me thank Rob Sumowski and Lindy Ruark for their leadership in this year's campaign.
9. **GC EMPLOYEE DAY CARE** We are getting closer to bringing the dream of a GC-sponsored day care into reality. Working with the Baldwin County schools, our College of Education and Ms. Allen's office are

designing a program that we hope we can roll out in the next academic year. This is an answer to many on our staff who have hoped for this type of program for many years. The details of the program are being finalized and I am hoping that we can announce the successful approval of the program after the holidays. Of course, all of this is pending final approval of the Baldwin County School Board and the GC Executive Committee.

10. **END-OF-SEMESTER EVENTS & MANSION HOLIDAY INVITATION** This semester has quickly passed, and I would like to remind everyone of our upcoming activities that celebrate the end of fall semester and the holiday season. Janie and I hope to see you all at many of these events as we celebrate together:
  - **Student Holiday Open House at the Old Governor's Mansion** Thursday, 1 Dec 2016, 2:00-3:30 p.m.
  - **Campus Holiday Concert in Russell Auditorium** Friday, 2 Dec 2016, 7:30 p.m.
  - **Faculty/Staff Holiday Open House at the Old Governor's Mansion** Friday, 9 Dec 2016, 8:30-10:00 a.m.
  - **December Commencement in the Centennial Center** Saturday, 10 Dec 2016, 1:00 p.m.
11. **QUESTIONS?** President Dorman invited questions from the floor. There was one question.
  - **Question** In the context of the search for the Chief Academic Officer of the University System of Georgia (USG), how much input will USG institutions have?
  - **Response** The search committee includes representatives from some USG institutions in addition to some USG/BoR staff. I can forward the memo I received from the USG that provides a list of the members of this search committee. I am assuming information about the interview process of the final candidates will be disseminated with opportunities for input.
  - **Response supplemented from the floor** There is at least one faculty member – Dr. Wendy Turner, Professor of History, Augusta University – who represents the USG faculty, serving on this search committee.

#### **PROVOST'S REPORT** – Interim Provost Costas Spirou

1. **CENTER FOR TEACHING AND LEARNING** The Center for Teaching and Learning (CTL) at Georgia College is now in place (effective 1 Nov 2016) following extensive feedback from various stakeholders during the last six months that included faculty, department chairs, college deans, staff, students, and the University Senate. The CTL also received the approval of the Executive Cabinet. IDEAS and the Center for Faculty Development will be combined into the CTL and will be housed on the third floor of the Library. Jeanne Sewell will serve as the Interim Director of CTL. The Director will focus on organizational coordination among teaching, learning and technology support teams, expand instructional design capabilities, launch an Academic Coordinating Committee, and establish annual goals and priorities. A national search will begin in the fall of 2017 to identify a permanent director for the Center.
2. **QEP DIRECTOR SEARCH** Our QEP (Quality Enhancement Plan) Director Search Committee interviewed a number of candidates during Fall 2016 but was unable to identify someone that fit the needs of the search. As we continue our efforts to secure a full-time staff in this area, Dr. Kristin English, Associate Professor of Mass Communication, agreed to serve in an interim capacity for Spring 2017. Additionally, Dr. Jan Clark, Associate Professor of Rhetoric, agreed to continue her exceptional work with organizing the *Times Talk* sessions during the Spring 2017 term. Thank you to both of these colleagues for their willingness to further the QEP project and serve our institution.

#### **QEP Activities** (fully funded unless noted)

- Fall 2016 Mini Grants 6
- FY17 Master Grants 3
- Spring 2017 Mini Grants Tentative 5
- Fall 2016 Courses with C-bEL Designation 6
- FY16 Master Grant Continuations 3
- FY16 Mini Grants continuing C-bEL Projects Fall 2016 (without funding) 3
- FY16 Mini Grants continuing C-bEL Projects Spring 2017 (without funding) 4
- Total Memos of Understanding (MOUs) Signed with Community Partners 14

### **Times Talk Programming (Fall 2016)**

<b>Date</b>	<b>Facilitator</b>	<b>Topic</b>
8/24/16	Melissa Gerrior, Women's Center	History of Women in Politics/Voting Rights
8/31/16	Sara Doude, Mitchell Jones	Community-police relations
9/7/16	Pate McMichael	Does GA College Need a Freedom of Expression Policy
9/14/16	Juli Kittinger	Islamophobia
9/21/16	Matt Roessing, Deitrah Taylor	Campus Carry and Religious Freedom
9/28/16	Steve Elliott-Gower	Post-Brexit Britain
10/5/16	Project BRAVE	Intimate Partner violence
10/12/16	Cynthia Alby	What should excellent college teaching look like?
10/19/16	Donovan Domingue	Have we completed our planet discoveries without even seeing them?
10/26/16	Jennifer Townes	The Scholarly High Seas: Pirated Research in the Age of Open Access
11/2/16	Shaundra Walker	Should students of color attend Minority-Serving Institutions (MSIs)
11/9/16	Ariel Gratch	Did my vote matter?
11/16/16	Eryn Viscarra	LGBT inequality
11/30/16	Amanda Reinke and students	Disaster reporting

### 3. **FALL 2016 GC SURVEYS**

- HERI faculty survey (completed 4 Nov 2016)
- Noel Levitz Student Satisfaction Inventory (completed 15 Nov 2016)

### 4. **PROVOST PROGRAMMING** The *2016-2017 Provost Lecture Series* aims to recognize faculty scholarship, present colleagues with an opportunity to share their scholarly interests and provide a greater depth and diversity of views while also expanding the intellectual climate on campus.

Last Lecture: 16 Nov 2016 – Museum Education Room (12:00-1:00PM)

#### **Negotiating Health:**

#### **Public Health Campaigns and Economic Development in Rural Mexico, 1940s-1960s**

Stephanie Baker Opperman, Ph.D.

Assistant Professor of History, Department of History and Geography

*This lecture pursues the evolution of mid-twentieth century rural health campaigns as part of the Mexican state's larger economic development and community participation agenda. I argue that while the programs produced only temporary improvements to the well-being of rural citizens, the unprecedented collaborations between state officials and rural leaders in this period changed the dynamic of state intervention in rural Mexico.*

### 5. **GEORGIA COLLEGE LEAP INITIATIVE** The Liberal Arts Council held its first meeting on 26 Oct 2016 and during that session they finalized the scope, duties, and composition of the Council. The work of the group will be informed by the GC Strategic Plan and will explore (1) the role of transformative experiences for GC students, and (2) how to support the integration of LEAP initiatives. Cynthia Alby and Jeanne Sewell are participating in the USG's Faculty Learning Communities (FLC) program and LEAP (Liberal Education and America's Promise, a USG Initiative) is the topic of the program this year. They attended their first meeting in October and brought back many ideas about how to implement LEAP initiatives here at GC.

### 6. **SRIS STUDENT VIDEO** In an effort to improve the student response rates of the course evaluation process, the Office of the Provost is developing a short video clip to encourage student participation. A Mass Communication Practicum student is working with Dr. Bragg, 2016-2017 Provost Fellow, to develop this video which will be included as a link in the communication to students.

7. **INTERNATIONAL EDUCATION (IE) CENTER STRATEGIC PLAN** The IE Center is developing a Strategic Action Plan (2017-2022) that focuses on (1) Education Abroad, (2) Student & Scholar Exchange, (3) Degree Seeking Students, (4) International Partnerships, (5) International Development Project, (6) International Education & Research (faculty support), etc. The Plan will be completed at the end of the Fall 2016 term.
8. **2016 FIRST-TIME COHORT (SOURCE IR)** Average H.S. GPA of 3.469. The group represents 102 of the 159 counties in Georgia (99 counties in 2015) and from 15 other countries (Germany, Philippines, Belgium, Canada, South Africa, Denmark, Republic of Korea, Venezuela, Italy, Trinidad and Tobago, Panama, Zambia, Nigeria, China and United Kingdom).
9. **PROMOTION & TENURE TASK FORCE OPEN FORUMS** Open Forums for all faculty were completed. The Task Force is currently assembling the information received and will hold a meeting to identify next steps.
10. **SPONSORING GC WOMEN LEADERS TO HERS** A committee of past Higher Education Resource Services (HERS) participants met and identified Dr. Holley Roberts, Department Chair in the College of Education, as the GC nominee to this leadership development program.
11. **STEM AND HOPE** Course weights are 0.5 more (B, C, or D) towards the GPA calculation for HOPE for selected courses (effective 1 Jan 2017 for this USG initiative). A total of 46 courses from Biology, Chemistry, Mathematics, Physics, Computer Science, Environmental Science, and Geology comprise the Georgia College courses to which this applies: BIOL 1107, BIOL 1107L, BIOL 1108, BIOL 1108L, BIOL 2100, BIOL 2160, BIOL 2170, BIOL 2180, CHEM 1211, CHEM 1211L, CHEM 1211K, CHEM 1212, CHEM 1212L, CHEM 1212K, CHEM 1311, CHEM 1311L, CHEM 1312, CHEM 1312L, CHEM 2800, CHEM 2800L, CHEM 3361, CHEM 3361L, CHEM 3362, CHEM 3362L, CHEM 3510, CHEM 3510L, CSCI 1301, CSCI 1302, CSCI 2350, ENSC 2000, GEOL 1121, GEOL 1121L, MATH 1113, MATH 1261, MATH 1262, MATH 2150, MATH 2263, MATH 2600, PHYS 1111, PHYS 1111L, PHYS 1112, PHYS 1112L, PHYS 2211, PHYS 2211L, PHYS 2212, PHYS 2212L.
12. **STUDENT MEDALLION GRADUATION RECOGNITION** We are in the process of determining a way to recognize the Medallion Award winners during graduation. These are the highest achieving students representing each college. CoAS (3 winners); CoB, CoE and CoHS (1 winner in each).
13. **CONTRACT ADDENDUMS** Working to develop an electronic process which will now include:
  - Tracking ability
  - Transparency
  - Electronic approvals through DocuSign
  - E-records – eliminating manual scanning and distribution
14. **STUDENT TRAVEL** The Provost's Office is examining the various sources of funds supporting undergraduate research via student travel:
  - MURACE helps to fund student research
  - SGA helps to funds student enrichment
  - Some Departments also provide student funding
15. **ANNUAL SUMMARY OF FACULTY RESEARCH PUBLICATIONS**
  - This is separate from the Faculty Scholarship Showcase
  - Will be by college and for calendar years
  - Format is to be determined, but will highlight selected publications
16. **LOW PRODUCING PROGRAMS**
  - Thresholds (rolling three year averages)
    - BA/BS 10 graduates;
    - MA/MS 5 graduates;
    - Professional/Doctorates 3 graduates;
    - Associate 5 graduates.
  - These have been shared with the Graduate Coordinators. GC has the most graduate programs with 28 as compared to the other USG institutions in the State University sector.

- USG: 642 low producing programs in 2013; 383 in 2014; 303 in 2015; 278 in 2016. The Board of Regents (BoR) is focusing on these low producing programs.
- The Office of the Provost recently received a list from the BoR and we will be working with Deans and Department Chairs.

17. **COLLEGE OF BUSINESS - DEPARTMENT OF MANAGEMENT** The Dean and the faculty in the College of Business are currently searching for a Chair in the Department of Management.
18. **COMPLETE COLLEGE GEORGIA REPORT** was submitted to the USG on 28 Oct 2016.
19. **INSTITUTIONAL RESEARCH (IR)** The Georgia College Institutional Research department won awards for (1) Best Fact Book, and (2) Best IR website as judged by The Southern Association for Institutional Research (SAIR).
20. **DIRECTOR OF LEADERSHIP PROGRAMS SEARCH** A position description is in place and a search committee is under development. This is a very important position given our liberal arts mission and the identification of leadership development as a Transformative Idea.
21. **ENROLLMENT UPDATE** *High School Counselors Day* at Georgia College was held 15 Nov 2016. We had about 60 high school counselors from all over Georgia on campus. They were welcomed by the President, went on a campus tour, heard information about Admissions, Financial Aid, Academic Advising, and Housing and Student Life. The group also had an opportunity to meet with Deans, VPs and some key department chairs in high interest areas. The inaugural High School Counselor Advisory Board also convened following the event.
22. **GEORGIA COLLEGIATE HONORS COUNCIL** The Georgia Collegiate Honors Council Directors Retreat took place at GC on 4 Nov 2016.
23. **5TH ANNUAL SOUTHEAST REGIONAL UNDERGRADUATE RESEARCH CONFERENCE (GURC)** took place at Georgia College (4 Nov 2016 and 5 Nov 2016). 162 students from all over Georgia presented along with 84 faculty mentors. Thank you to the Host Campus Committee members for their efforts: Jennifer Flory, Jennifer Hammack, Whitney Heppner, Robin Lewis, Kalina Manoylov, Rebecca McMullen, Christine Mutiti, Doreen Sams, Emily Simonavice and Steve Jones
24. **GC NATIONAL SCHOLARSHIPS OFFICE UPDATE** The GC National Scholarships Office announced thirteen Fulbright applicants through Georgia College (last year, we had seven applicants) and one Marshall Scholarship.
25. **INFORMATION TECHNOLOGY AND ENROLLMENT MANAGEMENT** hosted a Banner XE event on 16 Nov 2016 here on campus. Over 100 people from 18 sister campuses registered for the event.
26. **STUDENT TECHNOLOGY FEE ADVISORY COMMITTEE AWARDS** The Student Technology Fee (STF) Advisory Committee met on Friday, 4 Nov 2016 to consider STF grant applications received for Fall 2016. Following all STF-recommended processes pertaining to use, the following grants were approved to be funded from STF funds. Another *Call for Grant Proposals* is normally communicated during the spring semester. If grant totals fall below the funding set-aside, the extra funding is rolled into upgrading classroom technology. This is in keeping with STF funding guidelines.

**FALL 2016**

<b>Requestor</b>	<b>Grant Project Title</b>	<b>Amount</b>
Dr. Sharon Careccia	Hall Effect Measurement System for Physics Advanced Laboratory	\$ 18,400.00
Prof. Angela Criscoe	Virtual Reality Camera and Edit System	\$ 5,429.00
Dr. Nathan Lord	Teaching and Learning under the Microscope	\$ 5,759.00
Dr. Bruce Snyder	Teaching with a microscope camera setup	\$ 4,251.81
Total Amount		\$ 33,839.81

27. **PRESIDENT’S SCHOLARSHIP COMPETITION – REQUEST FOR FACULTY TO SERVE AS JUDGES** On Friday, 2 Dec 2016, Georgia College will host the President’s Scholarship Competition where prospective freshmen for Fall 2017 come to campus to compete for merit-based scholarships. This is a scholarship competition but also an opportunity to recruit academically talented students to Georgia College. This year we have 140 students visiting GC (up from 80 students in previous years). The interviews will begin at 1:00pm on Friday, 2 Dec 2016 and will be held in the Student Activity Center, Parks Hall, and Atkinson Hall. The interviews should conclude around 3:30pm. Judges will be invited to join the students for lunch that day at 11:45am, but this is optional. Also, part of the competition will involve Honors style classroom discussions. These discussions, with a dozen or so in each group, will be facilitated by a Georgia College professor. This year’s discussion topic will be based on an Economist Special Report entitled, “The Signal and the Noise: Technology and Politics.” Please contact Dr. Steve Elliott Gower for additional information.
28. **QUESTIONS?** Interim Provost Spirou invited questions from the floor. There were none.

**UNFINISHED BUSINESS:** There was no unfinished business.

**NEW BUSINESS:**

1. **MOTION 1617.CAPC.009.C (ADDITIONS OF CSCI 1301 AND CSCI 1302 TO AREA D FOR SCIENCE AND MATH MAJORS)** On behalf of the committee, Lyndall Muschell, CAPC Chair, presented the motion *To recommend the additions of CSCI 1301 and CSCI 1302 to Area D2 of the Core (for science and math majors), specifically in the second list with the math courses.*
  - a. **SUPPORTING DOCUMENTS** Supporting documentation, accessible in the online motion database, was available for display on the big screen.
    - i. *Area D Additional Courses.pdf* A pdf file providing the history & justification and rationale for the proposal.
  - b. **CONTEXTUAL INFORMATION** The proposal is to add the computer programming courses (CSCI 1301, CSCI 1302) in the second list with the mathematics courses to Area D2 of the core.
  - c. **DISCUSSION** There was no discussion.
  - d. **SENATE ACTION** Motion 1617.CAPC.009.C was **APPROVED** with no additional discussion.
2. **MOTION 1617.CAPC.010.C (DEACTIVATION OF THE M.ED. READING, LANGUAGE, AND LITERACY)** On behalf of the committee, Lyndall Muschell, CAPC Chair, presented the motion *To recommend the deactivation of the Masters of Education in Reading, Language, and Literacy.*
  - a. **SUPPORTING DOCUMENTS** Supporting documentation, accessible in the online motion database, was available for display on the big screen.
    - i. *Deactivation MEd in Reading Language and Literacy.pdf* A pdf file providing the signed cover sheet documenting review prior to and including CAPC for this proposal.
    - ii. *Deactivation M.Ed\_. in ReadingLanguageLiteracy Rationale.pdf* A pdf file providing a rationale for the proposal to deactivate this program.
  - b. **CONTEXTUAL INFORMATION** The proposal is to deactivate the Masters of Education in Reading, Language and Literacy program. The rationale is to respond to changes from the Professional Standards Commission (PSC) and to current trends in education and to redirect resources within the college. For more details, see the rationale for this deactivation provided in one of the supporting documents.
  - c. **DISCUSSION** There was no discussion.
  - d. **SENATE ACTION** Motion 1617.CAPC.010.C was **APPROVED** with no additional discussion.
3. **MOTION 1617.CAPC.011.C (DEACTIVATION OF THE M.ED. IN EDUCATION WITH A CONCENTRATION IN SECONDARY EDUCATION)** On behalf of the committee, Lyndall Muschell, CAPC Chair, presented the motion *To recommend the deactivation of the Masters of Education in Education with a concentration in Secondary Education.*



- a. **SUPPORTING DOCUMENTS** Supporting documentation, accessible in the online motion database, was available for display on the big screen.
    - i. *Deactivation MEd in Ed Concentration in Secondary Ed.pdf* A pdf file providing the signed cover sheet documenting review prior to and including CAPC for this proposal.
    - ii. *Deactivation M.Ed\_. in Ed with Con in Sec Ed Rationale.pdf* A pdf file providing a rationale for the proposal to deactivate this program.
  - b. **CONTEXTUAL INFORMATION** The proposal is to deactivate the Masters of Education in Education with a concentration of Secondary Education. The rationale is to respond to changes from the Professional Standards Commission (PSC) and to current trends in education and to redirect resources within the college. For more details, see the rationale for this deactivation provided in one of the supporting documents.
  - c. **DISCUSSION** There was no discussion.
  - d. **SENATE ACTION** Motion 1617.CAPC.011.C was **APPROVED** with no additional discussion.
4. **MOTION 1617.RPIPC.002.P (GEORGIA COLLEGE FAMILY MEDICAL LEAVE ACT POLICY)** On behalf of the committee, Jan Hoffmann Clark, RPIPC Chair, presented the motion *To recommend as University Policy the attached document entitled "Family Medical Leave"*.
- a. **SUPPORTING DOCUMENTS** Supporting documentation, accessible in the online motion database, was available for display on the big screen.
    - i. *GC Family Medical Leave Act Policy* A pdf file containing the proposed policy.
  - b. **CONTEXTUAL INFORMATION** Jan Hoffmann Clark provided the following contextual information.
    - i. The main reason for this proposal is to ensure Georgia College is in compliance with both the Federal Family and Medical Leave Act (FMLA) of 1993 and pertinent Board of Regents Guidelines.
    - ii. This type of leave is available to all employees (part-time, full-time, temporary, students)
    - iii. To be eligible for FMLA leave, an employee must have worked at least 1250 hours over the previous 12 months based on a rolling calendar year from the date the employee is approved for such a leave, each employee may have a different FMLA period.
      - 1) **Consecutive Leave** More than three days out of work for a serious medical condition for the employee or a family member of the employee
      - 2) **Intermittent Leave** the leave is taken periodically by the employee
      - 3) **Reduce Schedule Leave** employee is allowed to work as well as use FMLA
      - 4) **Paid and/or Unpaid Leave** If an employee has accrued hours then the leave can be paid. Federal law does not require FMLA as a paid leave of absence.
    - iv. Types of Leave
      - 1) The employee's own serious health condition
      - 2) The care of an immediate family member
      - 3) The birth and care of a newborn child
      - 4) The legal placement of a child for adoption or foster care
      - 5) Military Contingency
      - 6) Care of a military service member
    - v. FMLA leave is unpaid (employers are not required to grant such leave as paid time off) However, employees may elect to utilize – or the institution may require that employees utilize – their accrued paid sick leave and/ or annual leave, as appropriate for such absences. *Exception: If the employee's FMLA leave is the result of an on-the-job injury, the employee has the option of using unpaid leave even if the employee has paid leave available.*
    - vi. When the absence qualifies for the use of sick leave (if available), sick leave must be used in conjunction with family medical leave before any period of unpaid absence. Once sick leave is exhausted, an employee will use any compensatory and any accrued annual/ vacation leave prior to going on a leave without pay. Usage of annual/ vacation leave in lieu of sick leave may be approved under the direction of the Office of Human Resources.

- vii. For the proposed GC Policy, Human Resources is the administrator of FMLA.
- c. **DISCUSSION** There was one question from the floor.
  - i. Question Can this leave be used for an adoption? Response Yes.
- d. **SENATE ACTION** Motion 1617.RPIPC.002.P was **APPROVED** with no additional discussion.

**COMMITTEE REPORTS:**

1. **ACADEMIC POLICY COMMITTEE** (APC) – Carol Sapp

*Officers: Chair Carol Sapp, Vice-Chair Mike Gleason, Secretary David McIntyre*

- a. **Meeting** APC met on 4 Nov 2016 from 2:00pm to 3:15pm. The following topics were discussed.
  - i. **Online Courses** Jeanne Sewell, Interim Director of the Center for Teaching and Learning (CTL), met with APC. Conversation points were:
    - 1) Mrs. Sewell communicated that a newsletter is being posted each Friday online to faculty who teach online and others who request to receive the newsletter. The newsletter contains specific information about what is occurring with online teaching and learning. The newsletter this week (the week of 4 Nov 2016) addressed Analysis. The newsletter also includes information about faculty development opportunities.
    - 2) Mrs. Sewell communicated that an agreement was in place to have out-of-state online students as long as the criteria established in the SARA (State Authorization Reciprocity Agreement) were being met. The importance of adhering to SARA guidelines was emphasized since the USG has paid \$7500 for GC to be part of this effort.
    - 3) Mrs. Sewell provided a definition of blended online courses and explained the faculty member has to have course content presented electronically and also teach face-to-face.
    - 4) Also communicated that ProctorU was trialed by Math during the past two summers but it was expensive and not available across campus. She noted that Biometrics is used by ProctorU. Other means of proctoring online students is being utilized by nursing including proctors at libraries in different settings. Suggestion made to develop a tutorial to address integrity of online offerings. Mariana provided brief description of how the Math Department was using ProctorU, stating it worked very well. Student fee for ProctorU is approximately \$21.
    - 5) Mrs. Sewell asked APC members for their perception of *what don't we have in place?* Suggestion made from a committee member that a checklist with input from both the Registrar's Office and Legal would be helpful.
    - 6) Mrs. Sewell communicated that GC is transitioning to CTL format similar to the format used at Vanderbilt University and other universities such as Georgia Tech,
    - 7) She noted plans are to hire two instructional designers. Initially, an experienced instructional designer will be hired, and then that individual will be asked to serve on a search committee for hiring a novice instructional designer. The goal is to have two instructional designers in place to assist faculty.
    - 8) Mrs. Sewell encouraged faculty to complete Quality Matters workshops, and noted they could be cited for faculty Promotion & Tenure.
    - 9) Noted that Turnitin (a tool to detect plagiarism) is in place in GaView.
    - 10) Claire Sanders, Mariana Stoyanova, and Carol Sapp agreed to work with Mrs. Sewell to develop a module to help faculty new to online teaching. Ms Sanders noted that she had prepared an online module during the summer to assist her students in navigating the course she taught.

- ii. **Emergency Policy** Discussed the required syllabus statements pertinent to “emergency policy” currently in place. Dr. Gleason and Dr. Previts will meet to write a motion to be placed on the agenda for the next APC meeting.
  - iii. **Student Member of APC?** Question was asked about the prospect of a student member of APC. Email containing information about this subject from earlier university senate minutes was shared with the APC members. Request made for Carol Sapp to consult with ECUS on this. Some discussion about whether a student, if appointed to APC, would be a voting or non-voting member. There was also some discussion about the benefits of having student perspective on the academic online topic.
2. **CURRICULUM AND ASSESSMENT POLICY COMMITTEE (CAPC)** – Lyndall Muschell  
*Officers: Chair Lyndall Muschell, Vice-Chair Angel Abney, Secretary Josie Doss*
- a. **Meeting** CAPC met on 4 Nov 2016 from 2:00pm to 3:15pm. The following topics were discussed.
    - i. CAPC has nothing to report beyond the three motions presented earlier in this meeting and the eight items included in the consent agenda of this meeting.
3. **SUBCOMMITTEE ON CORE CURRICULUM (SoCC)** – Lyndall Muschell for Mary Magoulick  
*Officers: Chair Mary Magoulick, Vice-Chair Brandon Samples, Secretary Kay Anderson*
- a. **New Area B Sections** SoCC approved two new proposals for GC2Y sections since our last report.
    - i. Dr. Sandra’s Godwin (Government & Sociology): “Knowledge Democracy: Introduction to Community-based Research across the Globe”
    - ii. Dr. Nicole DeClouette (Teacher Education/Special Education): “Disability and Culture in Tanzania” (part of a study abroad in Tanzania)
  - b. **Area B Review** SoCC is in the early planning stages for some forums next semester for those teaching (or wishing to teach) in Area B.
  - c. **Area B Proposals Invited** SoCC will accept new proposals for Area B sections at any time. Please be aware that the routing process has changed slightly, a proposal must now receive three signatures before SoCC can review it: the Chair’s signature, the Dean’s signature, and the Associate Provost’s signature. All information about our proposal review process is available on our website: <https://intranet.gcsu.edu/socc>.
4. **EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)** – Chavonda Mills  
*Officers: Chair Chavonda Mills, Vice-Chair Nicole DeClouette, Secretary Craig Turner*
- a. **Meeting** ECUS met on 4 Nov 2016 from 2:00pm to 3:15pm. The following topics were discussed.
    - i. **Presiding Officer Report to ECUS**
      - 1) **Newsletter** Inaugural university senate e-Newsletter was published on Frontpage and the university senate website on 4 Nov 2016. A tab for Newsletters needs to be added to the university senate website for archiving the current and future editions. I’ve received several emails from faculty expressing appreciation for this e-Newsletter. *Note: During the preparation of these minutes, it is noted that **Newsletter** has been added to the **About University Senate** menu in the left margin of senate.gcsu.edu which links to a repository of all issues of the e-newsletter.*
      - 2) **Committee Operating Procedures** Operating Procedures have been received from APC, CAPC, ECUS, FAPC, RIPC, SAPC, and SoCC and are hereby reflected in university senate records as well as posted to senate.gcsu.edu.
      - 3) **Standing Committee Composition** A follow-up email was sent to standing committee chairs requesting an update of their review of committee composition. Chairs were asked to report whether or not changes were proposed. If so, they were reminded that ECUS is willing to assist in updating pertinent bylaws.
    - ii. **Presiding Officer Elect (POE) Report** POE Nicole DeClouette represented GC at the Fall 2016 University System of Georgia Faculty Council (USGFC) meeting on 28 Oct 2016 at

Darton State College. Meeting highlights were shared and a detailed USGFC report was attached as a supporting document to the 4 Nov 2016 ECUS meeting minutes.

- 1) **Searches for Administrators** There was much concern at the USGFC meeting regarding the lack of faculty input in presidential and chancellor searches. This is relevant right now because USG Chief Academic Officer Houston Davis was just named President of Central Arkansas, vacating his position as the Executive Vice Chancellor of Academic Affairs and the Chief Academic Officer of the USG.
  - 2) **Feedback Requested** Victoria Smith-Butler chairs the USGFC and wants to know our position about drafting a letter to Dr. Wrigley and the BoR asking for a national search, stating the importance of faculty input in this selection, and requesting to be a part of the process.
  - 3) **ECUS Deliberation** As this feedback was requested by 4pm on 4 Nov 2016, ECUS responded to the request. The members of ECUS recommended (with no dissenting voice) the drafting of the letter as proposed by USGFC Chair Victoria Smith-Butler. One of the reasons for this support was that the university senate recently adopted the AAUP Redbook as its guiding principles and the AAUP recommends national searches for such positions.
  - 4) **Undocumented Students** The POE also requested support of a resolution on tuition fees for undocumented students and recently sent an email to the university senate for feedback.
- iii. **Election Oversight** ECUS reviewed and approved the at-large elected faculty senator election procedures and timeline for the 2016-17 academic year.
  - iv. **SCC Reports for ECUS-SCC** Susan Steele drafted a report template for ECUS-SCC reports that was described as “brilliant” and will be shared with SCC (Standing Committee Chairs) as well as university senate reps serving on university-wide committees.
  - v. **USGFC Representative** ECUS agreed that to ensure continuity, the US will have two USGFC reps: the POE as currently implemented and the election of an elected faculty senator rep with a two-year term of service. The Chair of SCoN will facilitate the election.
  - vi. **GC Story Archivist** With the recent hiring of library Digital Archivist, Holly Croft, the search for a GC Story Archivist is complete.
  - vii. **University Committees and Task Forces with University Senate Representatives** ECUS received a request from President Dorman to identify a university senate representative for the Wellness Center Transition Committee. The SCoN will facilitate the identification of this committee rep.
  - viii. **Foundation Account for US** To allow flexibility of purchases (e.g. food), the US (University Senate) will complete the required paperwork to establish a Foundation Account.
  - ix. **USG Policy on Minors** Artis Williamson delivered a presentation on the development of and current draft of the *Georgia College Procedures for Programs Serving Minors*. The submission of these procedures by President Dorman to the USG is required by 1 Jan 2017 per BoR Policy 12.9. The interested reader is directed to the 4 Nov 2016 ECUS minutes for additional detail.
  - x. **Program Fees and Tuition for Study Abroad** Following a program audit, GC addressed concerns and the program is now in compliance. No further action is necessary.

5. **SUBCOMMITTEE ON NOMINATIONS** (SCoN) – Nicole DeClouette

*Officers: Chair Nicole DeClouette, Secretary Craig Turner, No Vice-Chair position for this committee.*

- a. **Meeting** SCoN met on 4 Nov 2016 as part of the ECUS-SCC (Standing Committee Chairs) meeting from 3:30pm to 4:45pm. The first two items document ECUS activity while the second two items are provided as an update from the USGFC (University System of Georgia Faculty Council) activity.
- i. **Elected Faculty Senators** The Corps of Instruction List, Apportionment and information about election procedures have been sent to Deans and the Library Director via email.
    - 1) Election procedures from each unit are due to ECUS no later than 1 Dec 2016.
    - 2) Election results are due to ECUS no later than 1 Feb 2016.
    - 3) At-large election procedures were adopted by ECUS on 4 Nov 2016 and are now posted to the archival Green Page of the university senate <http://us.gcsu.edu>
  - ii. **Wellness Center Transition** Ben McMillan accepted the nomination to serve as the university senate representative on the committee being formed to advise President Dorman on the implementation of the transition of the Wellness Center from the College of Health Sciences to Student Affairs.
  - iii. **USGFC Meeting** Nicole DeClouette attended the University System of Georgia Faculty Council (USGFC) meeting – as its voting member representing Georgia College – at Darton College on 28 Oct 2016. The full USGFC Report is attached to these minutes as a supporting document.
  - iv. **Highlights of USGFC Meeting**
    - 1) **How can we solidify methods/ structures that could be used by the USG to allow faculty input (i.e., chancellor search, presidential searches)?**
      - a) Faculty are either left out of the process or hear about it after the fact. Faculty see that input being taken away us.
      - b) The USGFC wants to see more input into choosing a president by faculty, students, community, etc. instead of appointees.
      - c) Chancellor Elect Dr. Wrigley responded that the default is always to do a national search for a university president unless there are a unique set of circumstances.
      - d) Since the USGFC meeting on 28 Oct 2016, USG Chief Academic Officer, Houston Davis, has taken a position as President of Central Arkansas.
        - (1) Chair of the USGFC, Victoria Smith-Butler, sent a letter to Dr. Wrigley requesting a national search and faculty input in the search for a USG Chief Academic Officer.
        - (2) Dr. Wrigley responded to the Chair's letter immediately to report that a national search would be conducted and a faculty member, Dr. Wendy Turner from Augusta University, has been appointed to the search committee.
    - 2) **Campus Carry Bill is expected to come up again this year.**
      - a) It is expected to pass the House again.
      - b) Even though Dr. Wrigley is against the bill, he said to not expect a big demonstration coming out of his office because that will just make the legislators mad and we still have to get work done...like pass the budget.
      - c) Dr. Wrigley suggested to
        - (1) Coordinate with your institution's government relations team.
        - (2) Get to know your senate and house members because you vote in their district and that matters to them. Tell them (as a citizen) how you feel about it.

- 3) **12 month pay** (12 equal paychecks) is going to become a reality as we shift away from ADP to OneUSG.
  - a) phased in over the next one to two years depending on the institution.
  - b) will still have the 10 month option.
- 4) **Textbook Costs** are becoming a huge burden to students
  - a) USG is looking at how we can promote lower cost textbooks
  - b) Dr. Crafton, Interim Vice Chancellor and Chief Academic Officer, suggested that maybe we can adopt year-old textbooks. He encouraged everyone to look at what you can do to help with this.
- 5) **DREAMers** (Development, Relief, and Education for Alien Minors) and their tuition
  - a) Georgia state law says that if you are an undocumented immigrant, the state is responsible for educating you up to 12<sup>th</sup> grade.
  - b) To go to college, undocumented students have to pay out-of-state tuition.
    - (1) Georgia is one of six states with this requirement.
    - (2) The difference in cost between in-state and out-of-state tuition is \$15,000/year.
  - c) Question: Should the USGFC write a resolution to advocate for these individuals to pay in-state tuition?
    - (1) The USGFC vote was tabled until its spring meeting so that we could consult with our constituencies.
    - (2) An email went out to university senate members on 10 Nov 2016.
    - (3) Please continue sending me the results of your informal surveys on this matter so that I will know how to represent you in the spring.
  - d) *During the preparation of these minutes this contextual note is being added by the University Senate Secretary. The DREAM Act (short for Development, Relief and Education for Alien Minors Act) was a bill in Congress that would have granted legal status to certain undocumented immigrants who were brought to the United States as children and went to school here. Although several versions of the bill have been introduced in Congress since 2001, it has never passed. In the last few years the term "DREAMer" has been used to describe young undocumented immigrants who were brought to the United States as children, who have lived and gone to school here, and who in many cases identify as American. The term DREAMer originally took its name from the bill in Congress, but it has a double meaning about the undocumented youth who have big hopes and dreams for a better future.*

b. **Questions?** There was one question from the floor.

- i. **Question** With respect to DREAMers, is eligibility for in-state tuition in Georgia based exclusively on state residency?

**Answer** No, eligibility for in-state tuition in Georgia requires both state residency and United States citizenship.

6. **FACULTY AFFAIRS POLICY COMMITTEE** (FAPC) – Alex Blazer

*Officers: Chair Alex Blazer, Vice-Chair Tom Toney, Secretary David Johnson*

- a. **Meeting** FAPC met on 4 Nov 2016 from 2:00pm to 3:15pm. The following topics were discussed.

- i. **Student Opinion Surveys**

- 1) FAPC compared the 47 question (long form) SRIS (Student Ratings of Instruction Survey) presently in use with the 18 question (short form) SRIS and would like the

university to use the short form. FAPC would also like to find out what other instruments are available.

- 2) FAPC also discussed the variability in response rates across the campus. While FAPC does not feel the course instructor is responsible for ensuring that their students complete the online SRIS, it did note a correlation between high response rate and allocation of class time by the instructor for students to complete the survey. The former in-house student survey - which was given during a fifteen minute window of class time late in the semester and was facilitated by someone other than the course instructor (either a colleague or the departmental administrative assistant) – had higher response rates than the current SRIS form.

ii. **Provost Memo (8 Feb 2016)**

- 1) FAPC reached consensus that the memo is a clarification of how Dr. Kelli Brown intends to do business.
- 2) FAPC noted that the statements in the memo are not archived in the Policies, Procedures, and Practices Manual.

iii. **Non-Tenure-Track Faculty**

- 1) Non tenure-track faculty should be invited to participate in faculty governance as long as it is made clear that it is perfectly acceptable if they are not interested.
- 2) Non tenure-track faculty should be made aware that the university has accessible grievance procedures.

iv. **Next Meeting** FAPC will

- 1) review peer teaching evaluation models and
- 2) discuss the rights and responsibilities of faculty while off contract.

7. **RESOURCES, PLANNING AND INSTITUTIONAL POLICY COMMITTEE (RPIPC)** – Jan Hoffmann Clark

*Officers: Chair Jan Hoffmann Clark, Vice-Chair Susan C. Allen, Secretary Emily Gomez*

- a. **Meeting** RPIPC met on 4 Nov 2016 from 2:00pm to 3:15pm. The following topics were discussed.

- i. **Invitation for Parking Concerns** Jan Hoffmann Clark requested that parking concerns from any member of the university community be emailed to her at [jan.clark@gcsu.edu](mailto:jan.clark@gcsu.edu) to inform ongoing RPIPC deliberation on parking. University Senators were asked to extend this invitation to their constituencies.

8. **STUDENT AFFAIRS POLICY COMMITTEE (SAPC)** – Heidi Fowler

*Officers: Chair Heidi Fowler, Vice-Chair Ben McMillan, Secretary Simplice Tchamna-Kouna*

- a. **Meeting** SAPC met on 4 Nov 2016 from 2:00pm to 3:15pm. The following topics were discussed.

- i. **Veterans Resource Center**

- 1) GI Bill support
- 2) Mentoring for student veterans
- 3) Physical meeting space
- 4) Release from required meeting times for formal groups on campus

SAPC discussed areas of support/ concern for the Veterans Resource Center (including the possibility of a physical space being made available in the Blackbridge House) and the option of surveying faculty/ staff to self-identify military involvement and serve as mentors for our student veterans. SAPC also discussed how GC could provide more GI Bill knowledge and support. SAPC also discussed that a veterans group may need to act as more of a student organization rather than affiliate with a fraternity (thereby not having to adhere to the weekly meeting time requirement of Panhellenic Council).

**ECUS-SCC Deliberation** SAPC was advised that Mike Augustine is the university liaison to support student veterans. This information will be presented to SAPC for consideration.

- ii. **GC Non-Human Animal Rights**

- 1) Advocates complaint of *The Max* (campus dining facility) using animal-derived butter for Vegan meals.
- 2) The concern about the use of animal-derived butter being used at *The Max* for Vegan meals will be addressed with a statement of educational support to both the organization issuing the complaint and to *The Max* as a formal notification of the complaint. SAPC will draft a statement and all committee members will approve the statement before forwarding to the necessary parties.
- 3) A statement of educational support was drafted and approved via email by SAPC members and was forwarded to the two organizations in question on 17 Nov 2016.

iii. **Campus LGBT Coordinator**

- 1) Is this a full-time position?
- 2) Discussion of garnering support for a full-time LGBT Coordinator from university senate was also an item for SAPC to consider. SAPC proposed the drafting of a motion to present to university senate.

**ECUS-SCC Deliberation** It was noted that a resolution had previously been endorsed by university senate in support of said position as motion 1415.SAPC.001.R during the 2014-2015 academic year. Craig Turner agreed to send a summary of this motion and its documentation in university senate minutes to Heidi Fowler for additional contextual information for SAPC. This summary will be presented to SAPC for further consideration.

9. **STUDENT GOVERNMENT ASSOCIATION (SGA)** – Laura Ahrens

*Officers: President Laura Ahrens, Vice President Terrell Davis, Secretary Gabrielle Aladesuyi, Treasurer Charlie Faber*

- a. **SAC Meeting** SGA President Laura Ahrens met with the other 29 Student Government Presidents that make up the Student Advisory Council (SAC) within the USG. The student leaders met Thursday, 10 Nov 2016 and Friday, 11 Nov 2016 at Kennesaw State University for their SAC Fall Retreat and had the opportunity to discuss important issues with multiple Regents and Chancellor Huckaby.
- b. **Diversity and Inclusive Excellence** Members of the SGA Diversity & Inclusion Committee recently assisted in the planning and hosting of a diversity forum and discussion with President Dorman and fellow staff and administrators on Monday, 14 Nov 2016 to address any concerns on campus relating to areas of diversity and inclusive excellence.
- c. **Civic Engagement** Members of the SGA Civic Engagement Committee hosted the event "Where do we go from here?" on Wednesday, 16 Nov 2016 and encouraged discussion among professors, students and community members regarding the results of the 2016 Presidential Election.
- d. **Hanging of the Greens** SGA members are diligently working to decorate the buildings on Front Campus, including Ennis Hall, and planning the annual *Hanging of the Greens* ceremony. The ceremony will take place on Thursday, 1 Dec 2016 at 6:30pm on Front Campus and all university employees, students and community members are welcome and encouraged to attend.
- e. **Midterm Grades** Members on the SGA Academic Affairs Committee continue to work on a resolution to improve university midterm grade clarifications, proposing a change of the S/U policy to letter grades for midterm grades.
- f. **Retrospective and Prospective** SGA has had a very productive semester and is looking forward to the Spring 2017 semester including the big project of assisting in the planning of the annual Homecoming celebration.

**ANNOUNCEMENTS:** As a preface to this report, Presiding Officer Chavonda Mills reminded university senators that this announcement was pertinent to the GC Procedures for Programs Serving Minors and that the proposed Policy for Programs Serving Minors has been steered to RPIPC for review and consideration.

1. **GC PROCEDURES FOR PROGRAMS SERVING MINORS** – Artis Williamson

a. **Background**



- i. About a year ago, the University System of Georgia (USG) identified several items that were considered high risk on our campuses. One of these items dealt with minors on university campuses.
  - ii. After identifying the risks associated with working with minors, a three person committee at the USG level was tasked with putting together a USG policy for ensuring the protection of non-student minors on our campuses. This three person committee, originally wrote a policy that was several pages in length. This long policy was then shared with representatives on all the campuses for input, and the several page policy shrunk down to one paragraph.
  - iii. However, in addition to approving this one paragraph policy (found at: <http://www.usg.edu/policymanual/section12/C2565>), institutions were instructed to use this opportunity to incorporate best practices in all areas related to minors on campus, and each campus was instructed to include certain threshold requirements in their written campus procedures for working with minors (implementing procedures and requirements found at: [http://www.usg.edu/audit/programs\\_serving\\_minors/implementing\\_procedures](http://www.usg.edu/audit/programs_serving_minors/implementing_procedures)). These written procedures must be submitted to the USG before 1 Jan 2017.
- b. **Why I am Presenting to University Senate**
- i. I want to stress that programs with minors are held across this entire campus. As is the case on most campuses, there is no central department that houses every program. All four colleges, the Department of Athletics, University Housing, Continuing Education, the Old Governor’s Mansion, Academic Outreach, Enrollment Management, Admissions, the YES Program, the Outdoor Education Center, and others have programs that will be impacted by this new BoR policy.
  - ii. The Georgia College procedures, which were disseminated to the University Senate prior to this meeting with the meeting agenda, were not created in a vacuum. I worked with all of the aforementioned groups to draft our plans for keeping minors safe on our campus. I’ve also involved Legal Affairs, Human Resources, and Public Safety.
- c. **Implementing the Procedures** We are in the process of creating an internal website that will provide step-by-step instructions to ensure campus procedures are followed. All approved forms, helpful links, guidance, and everything needed to conduct a program for minors will be found at this website – including the following:
- i. **Registry** The first goal is to create an online registry (inventory of programs). Everyone working with minors must complete this registry. Right now, we don’t have a list of programs on campus – they are scattered everywhere (as is the case on most campuses). Our plans are to use this registry as the first step to ensure everyone complies with the policy. The registry will contain a series of Yes / No questions that each department must answer. If anyone answers “no,” then the program should not become authorized. Questions will revolve around what the BoR expects and requires including:
    - 1) Has every employee and volunteer successfully completed a background check through Human Resources?
    - 2) Has every employee and volunteer received the Mandatory Reporter Training?
    - 3) Has every employee and volunteer received training in safety, security, injury protocol?
    - 4) Has every employee and volunteer signed a Code of Conduct?
    - 5) Has every participant completed a Waiver of Liability? An approved parent pick-up form? A photo release? An authorization to Administer Medication?
    - 6) Do your staff to student ratios meet the requirements?
 This registry will be housed in Academic Affairs. Legal Affairs will conduct random audits to ensure everyone is following all the campus procedures.

- ii. **Background Checks** Before beginning work, all program staff (employees, volunteers, and independent contractors) who work closely with minors must successfully pass a thorough background screening provided by Human Resources. Personnel in charge of hiring staff and engaging volunteers should be aware of the inherent limitations of background checks and should seek to utilize other screening methods in addition to background checks when possible, to include in-person interviews and reference checks.
- iii. **Staff and Volunteer Training** Mandatory Reporting and Code of Conduct training are required for all staff and volunteers. Human Resources will have scheduled training for new employees hired and volunteers scheduled to work with minors. At times, Human Resources may not be able to provide the training as quickly as needed. In such cases, the Program Director may ensure the necessary training is completed, with documentation being sent to Human Resources. In addition to the required training, the Program Director will be responsible for orienting all staff and volunteers, as appropriate, on topics such as safety, security, job duties, dress code, emergency procedures, and other program specific needs.
- iv. **Approved Forms** Parents or legal guardians of minors must submit required forms before minors will be allowed to participate in Authorized Programs. These forms may include (if applicable) but are not limited to a registration form, health form, emergency contact form, authorized pick-up form, proof of medical insurance, medical release, release of claims/waiver of liability, media/ photo/video release, participant code of conduct, and notice of non-licensure. Right now, there is no consistency in the forms used across campus. Legal Affairs is working on creating forms that everyone will be able to use.
- v. **Additional Planning** Prior to the operation of any Authorized Program on campus, other requirements must be addressed and documented by the appropriate Program Staff. Such requirements include, but are not limited to:
  - 1) Appropriate staffing and supervision ratios;
  - 2) Appropriate classroom and activity space;
  - 3) Safety and security planning;
  - 4) Arrangements for required transportation needs;
  - 5) Housing and food service needs;
  - 6) Response protocols for injuries or illnesses;
  - 7) Response protocols for accusations of misconduct;
  - 8) Insurance requirements;
  - 9) Licensing or exemption from the applicable government agency(ies).
- vi. **External Programs Operating on Campus** In addition to our own programs, there are groups who rent or use Georgia College facilities for their programs. They too will be expected to meet our procedures. Early College is an example.
- d. **Summary** The information sounds overwhelming. But, the internal website will create a step-by-step guide for ensuring programs offered to minors are planned appropriately and provide the safest environment possible.
  - i. Will this create more work for some departments? Yes.
  - ii. Will this require more documentation? Yes.
  - iii. Are we adding more policies and procedures? Yes.

But, forget the forms, documentation, and the policies and procedures. Let's look at the bigger and more important issue. We are working with minors (a very vulnerable population) and we need to do everything in our power to protect ourselves, Georgia College, and most importantly the children we serve.
- e. **Any Questions?**
  - 1) How is Early College treated? *Early College is an external program operating on campus.*

- 2) Does this apply to dual-enrollment? *These procedures are not yet applicable to Dual-Enrollment or Move on When Ready programs, but that could change in the future.*

**OPEN DISCUSSION:** While open discussion was invited by Presiding Officer Chavonda Mills, there were no topics of open discussion.

**ADJOURN:**

1. **ATTENDANCE AND THE SIGN-IN SHEET** Chavonda Mills 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 4:33 p.m.

**SUPPORTING DOCUMENTS:**

1. The document *USGFCMtgNotes\_2016-10-28* (MSWord and pdf formats) to supplement the Subcommittee on Nominations report given by Nicole DeClouette.