

**2017-2018 University Senate
Minutes for the 26 Jan 2018 Meeting**

University Senate Officers: Presiding Officer Nicole DeClouette, Presiding Officer Elect Alex Blazer, Secretary Craig Turner

PRESENT (31) Donna Bennett, Robert Blumenthal, Linda Bradley, Kelli Brown, Rodica Cazacu, Angela Criscoe, Hedwig Fraunhofer, Emily Gomez, Sarah Handwerker, Will Hobbs, David Johnson, Monica Ketchie, Min Kim, Juan Ling, Catrena Lisse, Stephanie McClure, Ben McMillan, Chavonda Mills, Mike Muller, Lyndall Muschell, Christine Mutiti, Stephanie Opperman, Amy Pinney, Joanne Previts, Joanna Schwartz, Katie Simon, John Swinton, Ashley Taylor, Craig Turner, Michael Watson, Diana Young.

ABSENT (6) Gabrielle Aladesuyi, Hauke Busch, Jolene Cole, Alesa Liles, Tom Toney, J.F. Yao.

REGRETS (13) Susan Allen, Kay Anderson, Alex Blazer, Nicole DeClouette, Steve Dorman, Glynnis Haley, Jan Hoffmann, Sabrina Hom, Wanda Johnson, Amelia Lord, Courtney Manson, Carol Sapp, Evita Shinholster.

GUESTS (11)

First Name	Last Name	2017-2018 Committee	Description Role on University Senate or Postion at the University
Beauty	Bragg	None	<i>Interim Chair, English</i>
Shea	Council	None	<i>Administrative Assistant to the University Senate</i>
Chris	Ferland	None	<i>Assistant Vice President of Insitutional Research</i>
Andy	Lewter	SAPC	<i>Dean of Students</i>
Bob	Orr	None	<i>Chief Information Officer</i>
Mark	Pelton	None	<i>Associate Vice President for Strategic Initiatives</i>
Mary Catherine	Rogers	None	<i>Student</i>
Brandon	Samples	SoCC	<i>SoCC Chair; Associate Professor of Mathematics</i>
Sadie	Simmons	None	<i>Compliance/Policy Officer</i>
John	Sirmans	None	<i>Parliamentarian of the 2017-2018 University Senate</i>
Jen	Yearwood	None	<i>Executive Assistant, Finance and Administration</i>

CALL TO ORDER: As Nicole DeClouette, Presiding Officer of the 2017-2018 University Senate, extended regrets and was unable to attend this meeting, John R. Swinton called the meeting to order at 3:32 p.m., the slight delay as there was a need to await quorum (of at least 26 university senators present) to be reached.

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.

MOTION

1. Motion 1718.CON.003.O Revised Slate of Nominees
 - Sabrina Hom for James Winchester as an elected faculty senator on APC
 - Katie Simon for Mary Magoulick as an elected faculty senator on EAPC and an Area B Teaching Representative on SoCC

MODIFICATION OF EXISTING PROGRAMS

2. Changes in the Program of Study for existing Minor in PE to target growth for the minor and to “feed” into the MAT in Kinesiology/PE.

3. Changes to BSN Curriculum, which align with Commission on Collegiate Nursing Education and the School of Nursing's Educational Effectiveness Plan.

AGENDA/MINUTES

4. University Senate Meeting Agenda (01/26/18)
5. University Senate Meeting Minutes (11/17/17)

A **MOTION** to adopt the consent agenda was made, seconded and approved by voice vote with no proposed extractions and no further discussion with no dissenting voice and only voting members of the university senate eligible to vote.

AGENDA: The agenda for this meeting was *approved as circulated* as item 4 of the consent agenda.

MINUTES: The minutes of the 17 Nov 2017 university senate meeting were *approved as circulated* as item 5 of the consent agenda.

PRESIDENT'S REPORT – As President Steve Dorman had extended *Regrets* and was unable to attend this meeting, there was no President's Report

PROVOST'S REPORT – Provost Kelli Brown

1. **SPRING SEMESTER STARTUP** Well, we got off to a little rocky start this spring semester with starting on Tuesday January 16 and then having to close the institution for two days due to inclement weather. As a reminder, when the University is closed for situations like this, it requires all to be off campus unless essential personnel. This is for public safety and risk management.
2. **FLU SEASON** As of yesterday at 2:00 p.m. GC Student Health Services confirmed 116 cases of the flu and were seeing 90+ students per day. Clinic hours are being extended next week (M-F) from 5:00 – 8:00 p.m. The Clinic will be staffed with two nurse practitioners and one administrative assistant.
3. **USG SUCCESS INITIATIVES** There are a number of USG success initiatives we are participating in.
 - a. **USG's Cohort Two of Gateways to Completion (G2C)**
 - i. Chancellor Wrigley announced his desire to involve all USG institutions with the Gateways to Completion project. Chancellor Wrigley set aside \$1,000,000.00 to provide funding assistance for this effort. Gateways to Completion will assist institutions in their Momentum Year work.
 - ii. Georgia College submitted an alternative plan on 30 Nov 2017 that focuses on 3 Math courses (Math 2600, Math 1113, Math 1261) and 1 economics course (Econ 2100), as well as use of a Community of Practice (CoP) structure with both faculty and supplemental instructors working together to guide course redesign. The CoP will be facilitated by our Center for Learning Director (Ms. Jeanne Haslam). Other team members are Dr. Chris Ferland (AVP for IR&E) Dr. Carolyn Denard. On 4 Dec 2017, this alternative plan was approved. G2C is a data intensive initiative.
 - b. **Momentum Year**
 - i. Momentum Summit: February 15-16, 2018
 - ii. For several months, the USG Office of Academic Affairs and Policy has worked to convene faculty and staff from across all USG institutions to introduce the Momentum Year and initiate a statewide discussion about student success in the first academic year. From these initial conversations, the University System of Georgia will work with institution leadership during spring 2018 to implement strategies that support all incoming students to:
 - 1) Make a purposeful program choice
 - 2) Develop a strong academic mindset
 - 3) Attempt the first 30 hours of a clear pathway that include:
 - a) 9 credit hours in a focus area

- b) Initial English and math
 - (1) Aligned math pathways
 - (2) Co-requisite remediation
 - iii. Who should attend: Team of seven including President, Vice President of Academic Affairs, Vice President of Student Affairs, Chief Fiscal Officer, faculty and staff to develop 18-month Momentum Year implementation plan. To assist in the development of these plans, national experts on aspects of the Momentum Year will be available during the Summit to meet with institutions and provide insight.
 - iv. Team:
 - 1) Dr. Steve Dorman
 - 2) Dr. Kelli Brown (Institutional POC)
 - 3) Mrs. Susan Allen
 - 4) Dr. Carolyn Denard
 - 5) Dr. Chris Ferland
 - 6) Ms. Jeanne Haslam
 - 7) Dr. Cara Smith
 - 8) Dr. Bruce Harshbarger
 - 9) Mrs. Monica Delisa
- c. **NASH HIP**
 - i. The USG received a grant by NASH (National Association of System Heads). Our grant application – Georgia Guided Pathways and HIPs (High Impact Practices) for Equitable Education (“Equity”) – seeks to scale select USG efforts and explore un-researched aspects of high impact practices already in place throughout the System. As identified by our most recent CCG campus annual plans, all 28 USG institutions report conducting multiple HIPs with their students, many of which support aspects of the Momentum Year approach and various Academic Mindset initiatives.
 - ii. In applying for the NASH grant, the USG selected six Vanguard institutions, representing our four system sectors (research, comprehensive, state universities and state colleges) to collaborate on this effort: Georgia College & State University; Georgia Gwinnett College; Georgia State University; Savannah State University; University of Georgia; and University of West Georgia.
 - iii. Team of five to attend meeting in Los Angeles February 20 & 21.
 - 1) Dr. Kelli Brown (institutional POC and team lead)
 - 2) Dr. Carolyn Denard
 - 3) Dr. Cara Smith
 - 4) Mrs. Jeanne Sewell
 - 5) Dr. Cynthia Alby
- d. **GCSU Adult Learner Strategic Action Plan**
 - i. The GC Adult Learner Strategic Action Plan is a multi-phase process that requires coordination across many units at GC. Given the complexity and importance of this process it is being overseen by the Associate Vice President for Enrollment Management (Ms. Suzanne Pittman). The AVP for EM at GC oversees Financial Aid, Undergraduate Admissions, and the Registrar. The AVP for EM will work closely with the Associate Vice President for Institutional Research & Effectiveness (Dr. Chris Ferland) and the Associate Provost for Student Success (Dr. Carolyn Denard). Dr. Denard oversees academic advising which will be crucial in assisting student re-entry into GC.
 - ii. The approach GC is taking is a holistic, team approach. Following the data assessment described below, each student will be viewed individually and next steps determined based on each situation.

- iii. Of the 791 unduplicated numbers/students from fall 2013 to fall 2017, we will work with 220 to review their files and determine how best to bring them back to GC.
 - 1) 50 students have more than 120 hours (confirmed by Registrar)
 - 2) 90 students have more than 90 hours (confirmed by Registrar)

4. **REMINDERS**

- a. Faculty Excellence Awards and University Level Awards (due to Dr. Steve Jones by March 2)
- b. State of the University Address: 9 Feb 2017 at 2:00 pm in Russell Auditorium
 - i. Followed immediately by the Service Recognition ceremony
- c. 2017 Governor’s Teaching Fellows Program (work with Dr. Steve Jones)
 - i. Summer Program (February 2 application deadline)
 - ii. Full year program (April 20 application deadline)
- d. Graduate Graduation Ceremony, Friday May 11
- e. Undergraduate Graduation Ceremony, Saturday May 12

UNIVERSITY SENATOR PINS: As both intended pin recipients had extended regrets and were unable to attend this meeting, John R. Swinton was unable to distribute university senator pins to the first-time members of the University Senate. Pin dissemination to the following individuals will be postponed to a future university senate meeting.

- 1. **Elected Faculty Senator** Sabrina Hom
- 2. **Selected Student Senator** Amelia Lord

John R. Swinton was able to welcome elected faculty senator Katie Simon – who replaced Mary Magoulick effective 1 Jan 2018 – back to the university senate, noting Katie Simon received a university senate pin during a previous term of university senate service.

UNFINISHED BUSINESS: There was no unfinished business.

NEW BUSINESS:

- 1. **MOTION 1718.EAPC.001.C (CERTIFICATE IN STRENGTH AND CONDITIONING)** On behalf of the committee, Lyndall Muschell, EAPC Chair, presented the motion *To recommend the approval of a Certificate in Strength and Conditioning as described in the supporting documents.*
 - a. **SUPPORTING DOCUMENTS** Supporting documentation, accessible in the online motion database, was available for display on the big screen.
 - i. *2017Certificate in strength and conditioning.pdf* A pdf file providing the rationale and details of this curricular proposal as well as the signed cover sheet documenting review prior to and including CAPC for this proposal.
 - ii. *2017Certificate in strength and conditioning highlighted.pdf* A pdf file providing the rationale and details of this curricular proposal as well as the signed cover sheet documenting review prior to and including CAPC for this proposal. The primary differences are that (1) only one copy of the memo (duplicated on page 2 and page 3 of the other supporting document) is included and (2) see contextual information item i below
 - b. **CONTEXTUAL INFORMATION** Lyndall Muschell provided the following contextual information.
 - i. The second supporting document has the required courses for the program of study for the Certificate in Strength and Conditioning highlighted in yellow. These are KINS 6603 and KINS 6643 which are each 3 credit hours. The remaining nine hours shall be selected by the candidate from the non-required courses in the list provided.
 - c. **DISCUSSION** None.
 - d. **SENATE ACTION** Motion 1718.EAPC.001.C was **APPROVED** by voice vote with no discussion and with no dissenting voice and only elected faculty senators eligible to vote.

2. **MOTION 1718.EAPC.002.C (MASTERS OF ARTS IN ART THERAPY - SUBSTANTIVE CHANGES)** On behalf of the committee, Lyndall Muschell, EAPC Chair, presented the motion *To recommend approval of the substantive changes within the Masters of Arts in Art Therapy as described in the supporting documents.*
 - a. **SUPPORTING DOCUMENTS** Supporting documentation, accessible in the online motion database, was available for display on the big screen.
 - i. *2017MA in Art Therapy Proposal Part 1.pdf* A pdf file providing the rationale and some of the details of this curricular proposal the signed cover sheet documenting review prior to and including CAPC for this proposal.
 - ii. *2017MA in Art Therapy Proposal Part 2.pdf* A pdf file providing additional details of this curricular proposal.
 - iii. *2017MA in Art Therapy Proposal Part 3.pdf* A pdf file providing additional details of this curricular proposal.
 - iv. *2017MA in Art Therapy Proposal Part 4.pdf* A pdf file providing additional details of this curricular proposal.
 - b. **CONTEXTUAL INFORMATION** Lyndall Muschell provided the following contextual information.
 - i. The substantive changes proposed are necessary to comply with new accreditation standards by both the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and Accreditation Council for Art Therapy Education (ACATE). The proposed substantive changes are to
 - 1) Increase the number of required hours for this program from 48 to 60
 - 2) Keep two courses that currently meet standards
 - 3) Change the name of three courses to better reflect the course content
 - 4) Discontinue eleven courses
 - 5) Add eighteen new courses
 - c. **DISCUSSION** None.
 - d. **SENATE ACTION** Motion 1718.EAPC.002.C was **APPROVED** by voice vote with no discussion and with no dissenting voice and only elected faculty senators eligible to vote.

COMMITTEE REPORTS:

1. **ACADEMIC POLICY COMMITTEE (APC)** – John R. Swinton
Officers: Chair John R. Swinton, Vice-Chair Rodica Cazacu, Secretary Catrena Lisse
 - a. **Meeting** APC did not meet on 1 Dec 2017 from 2:00pm to 3:15pm. Details below.
 - i. **No Agenda Items** A request for agenda items revealed that there were no items for APC to consider.
 - ii. **No Quorum** Because there would be insufficient attendance – based on the number of regrets received by the committee chair – to establish a quorum, the 1 Dec 2017 APC meeting was cancelled.
2. **EDUCATIONAL ASSESSMENT AND POLICY COMMITTEE (EAPC)** – Lyndall Muschell
Officers: Chair Lyndall Muschell, Vice-Chair Angel Abney, Secretary Angela Criscoe
 - a. **Meeting** EAPC met on 1 Dec 2017 from 2:00pm to 3:15pm. Beyond the two motions presented earlier in this meeting and the two items included on the consent agenda of this meeting, EAPC has one item on which to report.
 - i. **Transition** EAPC (formerly CAPC) members engaged in a brief discussion of implications of the recently adopted university senate bylaws revisions as CAPC (Curriculum and Assessment Policy Committee) scope language was revised to produce the EAPC scope.
3. **SUBCOMMITTEE ON CORE CURRICULUM (SoCC)** – Brandon Samples
Officers: Chair Brandon Samples, Vice-Chair Vacant, Secretary Kay Anderson

- a. **SoCC Chair** Brandon Samples has been elected as SoCC Chair effective 1 Jan 2018 as former SoCC Chair Mary Magoulick resigned her elected faculty senator position on SoCC to take a professional leave in spring 2018.
 - b. **New Area B Sections** SoCC has recently approved three new Area B sections.
 - i. **GC2Y *Group Minds and Mental Prisons: Global Perspectives on Obedience***, proposed by Julian Knox (English; COAS)
 - ii. **GC2Y *The National Parks Idea: A Global Phenomenon*** (for study away) proposed by Will Hobbs (Outdoor Ed; Kinesiology; COHS)
 - iii. **GC2Y *Redefining Home: Immigrants and Refugees in Literature and Film***, proposed by Debora Stefani (English; COAS)
 - c. **Transition** With the recent university senate bylaws revisions and the transition under implementation for curricular proposals to be directed to the UCC (University Curriculum Committee) and GEC (General Education Committee) rather than the discontinued CAPC (Curriculum and Assessment Policy Committee) and SoCC, SoCC is not expecting to have business or a reason to meet during the spring 2018 semester. Included in a new bundle of proposed revisions to university senate bylaws – currently under review by the bylaws drafting committee – is a proposal to dissolve SoCC.
4. **EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE** (ECUS) – Chavonda Mills for Nicole DeClouette
Officers: Chair Nicole DeClouette, Vice-Chair Alex Blazer, Secretary Craig Turner
- a. **Meeting** ECUS met on 1 Dec 2017 from 2:00pm to 3:15pm. The following topics were discussed.
 - i. **“Appeals” Process University Senate Committee Decisions** ECUS discussed at length the “appeals” process and consent agenda statements for inclusion in the university senate bylaws. Craig Turner agreed to incorporate recommended revisions to both statements for consideration at the February ECUS and ECUS/SCC meetings.
 - ii. **2018-2019 Governance Calendar Preparation and Timeline** ECUS reviewed the draft of this calendar and noted several dates have yet to be confirmed. Dr. Spirou recommended Graduate Council, General Education, and University Curriculum Committees meet at 1pm on the 2nd, 3rd, or 4th Friday, respectively, of the month (when possible).
 - iii. **University Senate Bylaws Revisions** ECUS made note of necessary revisions to the university senate bylaws and identified volunteers willing to work on the document. President Dorman made a recommendation to streamline the bylaws so that making revisions to content is faster and more efficient. The suggested timeline for bylaws revision: March 2018 for the 1st reading and April 2018 for the 2nd reading and vote.
 - iv. **Committee Reconstruction** Provost Brown gave an update on the UCC (University Curriculum Committee) and GEC (General Education Committee). It was noted that
 - 1) there is no longer a role for SoCC in the university senate
 - 2) faculty can serve both on UCC/GEC and the university senate
 - 3) faculty elections to serve on the UCC/GEC should take place by the end of the fall 2017 semester
 - 4) UCC/GEC will explore using the existing university senate motion database for tracking curricular proposals
 - 5) the UCC chair will give a report curricular information items at monthly university senate meetings.
 - v. **16 Feb 2018 University Senate Meeting** This meeting will proceed as scheduled as only a select few from the university will be pulled away for the USG “Momentum” meeting.
5. **SUBCOMMITTEE ON NOMINATIONS** (SCoN) – Craig Turner for Alex Blazer
Officers: Chair Alex Blazer, Secretary Craig Turner, No Vice-Chair position for this committee.

- a. **SCoN** The Subcommittee on Nominations reports the following.
 - i. **EFS Election Oversight** Academic unit elected faculty senator election procedures have been received and are available on the Archive (Green Page) of the University Senate.
 - ii. **Replacements**
 - 1) The Department of Philosophy and Liberal Studies elected Dr. Sabrina Hom to replace Dr. James Winchester as elected faculty senator effective 1 Jan 2018.
 - 2) The Department of English and Rhetoric elected Dr. Katie Simon to replace Dr. Mary Magoulick as elected faculty senator effective 1 Jan 2018.
 - 3) The Student Government Association selected Amelia Lord to replace Altimease Lowe as selected student senator effective 24 Jan 2018.
 - 4) A revised slate of nominees was a motion on the consent agenda for this meeting.
6. **FACULTY AFFAIRS POLICY COMMITTEE (FAPC)** – David Johnson
Officers: Chair David Johnson, Vice-Chair Ashley Taylor, Secretary Sarah Handwerker
 - a. **Meeting** FAPC met on 1 Dec 2017 from 2:00pm to 3:15pm. The following topics were discussed.
 - i. **Emeritus** FAPC is very close to completing the Emeritus/a policy.
7. **RESOURCES, PLANNING AND INSTITUTIONAL POLICY COMMITTEE (RPIPC)** – Diana Young
Officers: Chair Diana Young, Vice-Chair Donna Bennett, Secretary Courtney Manson
 - a. **Meeting** RPIPC met on 1 Dec 2017 from 2:00pm to 3:15pm. The following topics were discussed.
 - i. **Parking** John Bowen (Parking & Transportation Senior Manager) spoke with RPIPC about some of our remaining parking-related questions on ADA parking, temporary parking lot changes, and specific lot questions and concerns.
 - ii. **Policies** We had a discussion about the Open Flame Policy that President Dorman and his Cabinet took on earlier this month. We also discussed the role of RPIPC on different types of policy matters moving forward.
 - iii. **Academic Calendar** RPIPC also discussed the BoR policy changes that were disseminated by the Chancellor in November 2017. One question members had regarding the academic calendar: does the university have a plan/process for making up instruction days lost due to weather emergencies? During ECUS-SCC, the group decided that APC would be the appropriate committee to which to steer this issue.
8. **STUDENT AFFAIRS POLICY COMMITTEE (SAPC)** – Emily Gomez
Officers: Chair Emily Gomez, Vice-Chair Wanda Johnson, Secretary Simplicie Tchamna-Kouna
 - a. **Meeting** SAPC met on 1 Dec 2017 from 2:00pm to 3:15pm.
 - i. **No Report** SAPC has nothing to report.
9. **STUDENT GOVERNMENT ASSOCIATION (SGA)** – Mike Muller
Officers: President Mike Muller, Vice President Matthew Jones, Secretary Kenneth Adams, Treasurer Sarah Smith
 - a. **Snow Days** I hope everyone has had a good winter break and is ready to begin the new year. Before I begin, I, on behalf of all Georgia College Students, would like to thank The Administration for the two-day Snow Day, we are thankful.
 - b. **Chief Student Affairs Officer Search** I am thankful to continue my work this semester on the Vice President of Student Affairs Search Committee, there are many fantastic candidates and the search is going extremely well.
 - c. **GC Day at Capitol** The Student Government Association, The Council of Student Ambassadors, as well as The Political Science Honors Society will be attending Georgia College Day at the Capitol thanks to Senator Johnny Grant. The students attending are always thankful for this unparalleled opportunity.
 - d. **Spring 2018 Agenda** The Student Government Association will be working on many student issues this semester including its continued focus on personal transparency, diversity, and accessibility for Georgia College students.

- e. **Congress to Campus** On 2-4 Apr 2018, America Democracy Project, Student Government Association, and others will be hosting Congress to Campus, where we will host seminars and conversations. Everything from foreign policy to American politics will be discussed.
- f. **Contact Me** Please reach out to me by email at sga.president@gcsu.edu if you have any questions or concerns or to request additional information about any item in this report.
- g. **Conclusion** Have a good weekend!

ANNOUNCEMENTS/ INFORMATION ITEMS:

1. **STRATEGIC PLAN IMPLEMENTATION UPDATE** – Mark Pelton

- a. Over the past two years, the university community has worked together to create a strategic plan designed to move our university to preeminence among other public liberal arts institutions. University Senate endorsed the vision, value, and mission statements and the six goals identified in the plan in September 2016. Executive Cabinet subsequently approved the Strategic Plan at its meeting in October 2016. In October, 2017, the revised mission statement was approved by the Board of Regents of the University System of Georgia.
- b. In spring 2017, the Strategic Planning Steering Committee utilized strategic planning subcommittee reports to develop specific action items for each initiative within the plan. The Steering Committee identified metrics, funding sources, and the time periods within which the action items should be completed.
- c. In the late spring, and throughout the summer, Executive Cabinet reviewed each action item with members of the Strategic Planning Steering Committee as well as the primary people with responsibility for implementing each action item. The action items were thoroughly discussed, and metrics were further defined.
- d. The Steering Committee subsequently identified Action Item Champions—those people with responsibility for ensuring that action item(s) are addressed in a timely manner and completed within the time frame specified in the Strategic Plan. In the fall, President Dorman assigned the Champions responsibility for addressing action items and reporting progress toward accomplishment within Compliance Assist. Earlier this week, Steering Committee members met with the Champions to discuss the next steps and timelines, and to review what the Champions will report in Compliance Assist.
- e. This strategic plan is not going to be one of those plans that is created, approved, and then lies dormant. As noted, Action Item Champions will be reporting their progress in Compliance Assist, and these reports will be reviewed by the Strategic Planning Steering Committee, with progress posted to a dashboard for campus review. The Steering Committee will continue meeting into perpetuity to review progress toward meeting action items, initiatives, and goals, and to make recommendations for changes in the plan to Executive Cabinet.
- f. At the time that University Senate endorsed the vision, value, and mission statements and the six goals, the University Senate noted that it “looks forward to seeing plans for the implementation of the Strategic Plan 2016-2021.” As detailed above, the Strategic Planning Steering Committee has now completed the implementation plan for the Strategic Plan, and I am pleased to present it to you today as an informational item.
- g. Now that the implementation plan has been presented to University Senate, we will distribute it to the campus community via FrontPage, and post it on the Strategic Planning web pages.
- h. **Questions** were invited from the floor. There was one question.
 - i. **Question** Noting that the funding field of most strategic plan implementation items is either *no new operational funds needed* or *redirect exiting funds (approval required)*, how and

when will we find out what funds are being redirected? *Any such funding redirection requests will receive consideration via the annual transparent university budget process.*

2. **16 FEBRUARY 2018 UNIVERSITY SENATE MEETING** – John R. Swinton

- a. Please note that the next meeting of the university senate, scheduled for Friday 16 Feb 2018, will be called to order at 2:00pm – a full ninety minutes earlier than our usual 3:30pm start time.

3. **SPACE RESERVATION & UTILIZATION STEERING COMMITTEE UPDATE** – Bob Orr

This committee has been charged with two tasks. First, to select a new software to assist in campus wide scheduling of events. Second, review academic scheduling process and procedures to help better utilize the University space.

- a. **Vendor Visits** The current GC scheduling software (R25) has become obsolete and must be replaced. The three major software vendor options are Collegenet, AdAstra, and EMS. The Collegenet demonstration was held on 23 Jan 2018 with over 50 people attending. Those attending are being surveyed for feedback. AdAstra is scheduled for 30 Jan 2018 with ninety minute vendor demonstration sessions – open to all members of the university community – commencing at 8:30 and 1:30. EMS is scheduled for its campus visit on 6 Feb 2018.
- b. **Academic Scheduling** The proposed revisions to the procedures for academic scheduling are in a rough draft form and under review by academic leaders for feedback. These procedures build upon the Classroom Utilization Committee Operational Guidelines developed in 2009. They also draw heavily on established procedures at sister USG institutions. The procedures try to balance three premises:
- i. Honor the ownership and autonomy of academic course scheduling in the academic departments, raise awareness of instructional resource needs, and provide optimization reports while iteratively building semester schedules.
 - ii. Boost classroom utilization percentages by better matching course enrollment with classroom seat availability.
 - iii. Provide a timeline for academic scheduling so ad-hoc event scheduling can occur earlier than it presently does.
- c. **Next Steps** Co-Chair Ken McGill will be sharing the aforementioned draft procedures with academic department chairs and will schedule meetings to discuss and gather feedback. Bob Orr will meet with departmental administrative assistants (also known as department secretaries) to gather input.
- d. **Questions** were invited from the floor. There was one question.
- i. Will recognized student organizations be able to schedule non-academic space, such as the student center, for future semesters prior to the completion of an academic schedule for that semester? *Yes, only the instructional spaces (spaces available for use as classrooms) will be unavailable to scheduling requests pending the completion of the academic schedule.*

OPEN DISCUSSION: John R. Swinton invited open discussion from the floor. There was none.

ADJOURN:

1. **ATTENDANCE AND THE SIGN-IN SHEET** John R. Swinton 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 4:08 p.m.

SUPPORTING DOCUMENTS:

1. There were six supporting documents submitted for attachment to these minutes to support the Strategic Plan Implementation Update given by Mark Pelton, each of the six goals has an implementation document.
 - a. SP Implementation Template 10.5.17 with Champions Goal 1.pdf
 - b. SP Implementation Template 10.5.17 with Champions Goal 2.pdf
 - c. SP Implementation Template 10.5.17 with Champions Goal 3.pdf
 - d. SP Implementation Template 10.5.17 with Champions Goal 4.pdf
 - e. SP Implementation Template 10.5.17 with Champions Goal 5.pdf
 - f. SP Implementation Template 10.5.17 with Champions Goal 6.pdf