

**2017-2018 University Senate
Minutes for the 16 Feb 2018 Meeting**

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

PRESENT (30) Donna Bennett, Alex Blazer, Hauke Busch, Rodica Cazacu, Nicole DeClouette, Hedwig Fraunhofer, Glynnis Haley, Sarah Handwerker, Sabrina Hom, David Johnson, Wanda Johnson, Monica Ketchie, Min Kim, Catrena Lisse, Amelia Lord, 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, J.F. Yao, Diana Young.

ABSENT (5) Gabrielle Aladesuyi, Jolene Cole, Alesa Liles, Courtney Manson, Michael Watson.

REGRETS (15) Susan Allen, Kay Anderson, Robert Blumenthal, Linda Bradley, Kelli Brown, Angela Criscoe, Steve Dorman, Emily Gomez, Will Hobbs, Jan Hoffmann, Juan Ling, Stephanie McClure, Carol Sapp, Evita Shinholster, Tom Toney.

GUESTS (8)

First Name	Last Name	2017-2018 Committee	Description Role on University Senate or Postion at the University
Austin	Hughes	SAPC	<i>Student</i>
Costas	Spirou	None	<i>Senior Associate Provost & Director of Graduate Studies</i>
Stacy	Mulvaney	None	<i>Director of Internal Audit</i>
Andy	Lewter	SAPC	<i>Dean of Students</i>
Bob	Orr	None	<i>Chief Information Officer</i>
Sadie	Simmons	None	<i>Compliance/Policy Officer</i>
Hance	Patrick	None	<i>Information Security and Compliance Officer</i>
Jen	Yearwood	None	<i>Executive Assistant, Finance and Administration</i>

CALL TO ORDER: Nicole DeClouette, Presiding Officer of the 2017-2018 University Senate, called the meeting to order at 2:01 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.

MOTION

1. Motion 1718.CON.004.O Revised Slate of Nominees
 - Amelia Lord for Altimease Lowe as a selected student senator on SAPC

AGENDA/MINUTES

2. University Senate Meeting Agenda (02/16/2018)
3. University Senate Meeting Minutes (01/26/2018)

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 2 of the consent agenda.

MINUTES: The minutes of the 26 Jan 2018 university senate meeting were *approved as circulated* as item 3 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 – As Provost Kelli Brown had extended *Regrets* and was unable to attend this meeting, there was no Provost’s Report.

UNIVERSITY SENATOR PINS: Nicole Declouette distributed university senator pins to the first-time members of the University Senate.

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

UNFINISHED BUSINESS: There was no unfinished business.

NEW BUSINESS:

1. **MOTION 1718.FAPC.004.P (POLICY EMERITUS/ EMERITA STATUS)** On behalf of the committee, David Johnson, FAPC Chair, presented the motion *To recommend that Georgia College adopt this new emeritus policy, in an effort to promote a consistent approach to the awarding of Emeritus/Emerita status. This policy will apply to teaching faculty and upper level administrators as defined in the policy.*
 - a. **SUPPORTING DOCUMENTS** Supporting documentation, accessible in the online motion database, was available for display on the big screen.
 - i. *Emeritus Policy 2-2-18 final.doc* An MSWord file providing the details of this proposal.
 - b. **CONTEXTUAL INFORMATION** David Johnson provided the following contextual information.
 - i. The proposed policy is a refinement to the existing entry in the institutional Policies, Procedures and Practices Manual which defers to Board of Regents policy 8.3.13.
 - ii. The proposed policy includes a timeline and step-by-step guidelines for the nomination and recommendation of a candidate to receive emeritus/emmerita status.
 - iii. The proposed policy spells out the benefits of this status, each being contingent on the university having adequate resources.
 - iv. The proposed policy has benefited from review and recommended editorial modifications from the university compliance officer, senior academic administrators, and university senate leaders.
 - c. **DISCUSSION**
 - i. Might the timeline be extended from the thirty days following retirement to allow for contingencies of post-retirement activities worthy of recognition?
 - 1) One option is to augment the existing recommendations section of the proposed policy with the word *typically* so that it might read something like *Typically, the president’s decision will be based, in part, upon the recommendation of the unit in which the employee has served.*
 - 2) This may not be necessary as the institutional policy cannot limit the authority of the university president to confer the title (see Board of Regents policy 8.3.13).
 - 3) So the proposed policy contains a recommended process and is not binding on the university president? *That is FAPC’s intent.*
 - ii. The suggestions from the floor included in item 1.c.i were not offered in the form of a *motion to amend* and were not voted on by the assembly. Thus, there were no revisions to the policy as proposed in the supporting document of 1718.FAPC.004.P.
 - d. **SENATE ACTION** Motion 1718.FAPC.004.P was **APPROVED** by voice vote with no additional 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 met on 2 Feb 2018 from 2:00pm to 3:15pm. Details below.

- i. Policy for Make-up Days in Case of Weather or Other Emergencies After review of documents forwarded from the Provost's office and hearing from Registrar Kay Anderson, it was concluded that APC should consider drafting a policy document that encourages each department to establish procedures to deal with loss of instruction time due to emergencies such as unusual weather events.
- ii. Office Hours Policy A request to review the ambiguity of the Georgia College policy regarding office hours led to the decision that APC will attempt to draft a replacement policy that maintains flexibility but adds clarity.
- iii. Withdraw Policy APC reviewed the current policies surrounding a student's ability to withdraw from courses without academic or financial penalty (the current 3 day period at the beginning of the semester) and the ability to withdraw with a W. Registrar Kay Anderson provided compelling reasons to not extend either period. In light of APC's recent efforts to let faculty members know that they are to provide feedback before the drop deadline, APC decided to wait to see if the efforts bear fruit before taking any action on this item.
- iv. Academic Calendar
 - 1) Prior to Academic Calendar Committee Meeting An information item, the Chair of APC, John Swinton, has heard back from all of the units who are to have input into suggesting the next Academic Calendar. He will be setting a meeting date as soon as possible.
 - 2) After the Academic Calendar Committee Meeting
 - a) The Academic Calendar Committee met on 14 Feb 2018 and subsequently sent its proposal to the Provost's office. Some observations from the deliberations include:
 - (1) Students do not seem to desire reading days before exams.
 - (2) Housing is on a tight schedule so any proposals that extend the end of a semester into a new week put them in a bind. This makes the inclusion of any emergency make-up days into the calendar problematic.
 - (3) Students prefer the current fall break to an extension of Thanksgiving break.
 - b) Thank you to all who served on the committee: Tanya Goette (chair), Kay Anderson (ex officio), Sallie Coke, Larry Christenson, Kell Carpenter, Guy Biyogmam, Paulette Cross, Mary Cathrine Rogers, and John Swinton.

2. EDUCATIONAL ASSESSMENT AND POLICY COMMITTEE (EAPC) – Lyndall Muschell

Officers: Chair Lyndall Muschell, Vice-Chair Angel Abney, Secretary Angela Criscoe

a. Meeting EAPC had a meeting scheduled for 2 Feb 2018 from 2:00pm to 3:15pm.

- i. Report EAPC has nothing to report.

3. SUBCOMMITTEE ON CORE CURRICULUM (SoCC) – Brandon Samples

Officers: Chair Brandon Samples, Vice-Chair Vacant, Secretary Kay Anderson

- a. Report When Brandon Samples extended regrets as he was unable to attend this meeting, he indicated that SoCC has nothing to report.

4. EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS) – Nicole DeClouette

Officers: Chair Nicole DeClouette, Vice-Chair Alex Blazer, Secretary Craig Turner

- a. Meeting ECUS met on 2 Feb 2018 from 2:00pm to 3:15pm. The following topics were discussed.

i. GC Institutional Statutes and Bylaws Revisions

- 1) The revised university senate bylaws recommended at the 17 Nov 2017 university senate meeting were approved by President Dorman.
- 2) As these revised bylaws quote recently recommended revisions to institutional statutes that are subject to the approval of the Board of Regents (BoR), we are waiting to post the revised bylaws to the university senate website until these revisions to the GC Institutional Statutes are acted on by the BoR.
- 3) The proposed revisions to the Institutional Statutes were not on the January 2018 or February 2018 BoR agendas, so I've emailed Qiana Wilson to ask her to look into this.
- 4) Meanwhile, we are proceeding with a second round of proposed revisions to the university senate bylaws including but not limited to dissolving SoCC, updating remaining references to CAPC to its revised name EAPC, and adding the consent agenda language and appeals language.
 - a) A work group will meet next week to prepare a draft of proposed revisions.
 - b) The plan is to submit these proposed revisions to the university senate for a first reading at its 16 March 2018 meeting.

ii. Appeals Process for Decisions of the University Senate Committees The Parliamentarian, the Executive Committee, and Standing Committee Chairs have been working on the language for an "appeals" process in response to President Dorman's charge that ECUS consider an appeals process whereby decisions made by various committees may be considered for appeal. That language will be included in the next round of proposed revisions to the university senate bylaws.

iii. DRAFT 2018-2019 Governance Calendar

- 1) All events have been confirmed.
- 2) Provost Brown sent the draft to Deans and they have responded.
- 3) Will be open for discussion at today's meeting.

iv. Summer Stipend for Presiding Officer

- 1) Provost Brown has graciously offered to pay a summer stipend to the (incoming) Presiding Officer to be available for consultation, planning the retreat, etc.
- 2) Provost Brown is currently drafting the language in consultation with Alex Blazer and Chavonda Mills.

5. SUBCOMMITTEE ON NOMINATIONS (SCoN) – Alex Blazer

Officers: Chair Alex Blazer, Secretary Craig Turner, No Vice-Chair position for this committee.

a. Report The Subcommittee on Nominations reports the following.

- i. Selected Student Senator and APC** Amelia Lord has been selected to replace Altimease Lowe effective 24 Jan 2018 to complete her terms of service on both SAPC and as Selected Student Senator.
A MOTION to revise the slate of nominees was placed on the consent agenda for the 16 Feb 2018 university senate meeting.
- ii. University Senate Representative to the University Curriculum Committee** Min Kim was elected.
- iii. University Senate Representative to the Campus Climate Survey Task Force** Veronica Womack, Director of Institutional Equity and Diversity, is recruiting a task force to implement a campus climate survey, and university senate will be represented. Ben McMillan has volunteered to serve.
- iv. At-Large** ECUS adopted an election procedure and timeline for this year's at-large elected faculty senator election. Electronic voting will open on 23 Feb 2018 and close on 27 Feb 2018 at 5:00 p.m.

- v. **USG Faculty Council** The spring USGFC meeting is currently scheduled for Friday, 27 Apr 2018 in Atlanta.
- 6. **FACULTY AFFAIRS POLICY COMMITTEE** (FAPC) – David Johnson
Officers: Chair David Johnson, Vice-Chair Ashley Taylor, Secretary Sarah Handwerker
 - a. **Meeting** FAPC met on 2 Feb 2018 from 2:00pm to 3:15pm. The following topic was discussed.
 - i. **Emeritus/Emerita Policy** At its most recent meeting, FAPC finalized the draft of this proposed policy. Note that this policy proposal was considered earlier as a motion under New Business.
- 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 2 Feb 2018 from 2:00pm to 3:15pm. The following topic was discussed.
 - i. **Bookstore** Barnes & Noble manager Diane Cunningham (guest) spoke with the committee encouraging faculty to adopt their textbooks as early as possible. She discussed how doing so helps the bookstore secure adequate numbers of used copies of textbooks prior to the start of the semester, thereby avoiding situations in which more students resort to buying new copies. The committee asked follow-up questions of both Diane and guest Greg Brown (Auxiliary Services) about the ins and outs of textbook adoptions.
- 8. **STUDENT AFFAIRS POLICY COMMITTEE** (SAPC) – Wanda Johnson for Emily Gomez
Officers: Chair Emily Gomez, Vice-Chair Wanda Johnson, Secretary Simplice Tchamna-Kouna
 - a. **Meeting** SAPC met on 2 Feb 2018 from 2:00pm to 3:15pm. The following topics were discussed.
 - i. **Midterm Grade Policy** The SGA Student Services Committee is working on raising awareness of the importance of entering midterm grades. Many professors are not entering grades or giving updates on student progress until after midterm when it's too late to decide whether or not to drop. (When Kay Anderson visited us last year, she also brought up the importance of entering midterm grades so that advisors know how their advisees are doing and can talk to them about their options.) SGA will look into visiting departmental meetings to talk about the issue.
 - ii. **Transgender** Putting a system in place for transgender students to get email and Bobcat Cards changed to the correct name and gender. A committee member spoke to a student who had been waiting two years to get name and gender updated on email and Bobcat Card. The SGA Student Services committee, possibly partnering with the HUB, will look into the issue and see what the steps are and if step by step procedures can be made available to students.
 - iii. **CSAO Search Committee** recently conducted two days of airport interviews as part of the search process for the next Chief Student Affairs Officer (and VP Student Affairs). Prior to these interviews, the search committee members reviewed CV's, rated all candidates, and came together in a meeting to review who would be offered a face-to-face airport interview. Ten very strong candidates were agreed upon and were invited. On campus interviews for four finalists will be occurring soon: watch the daily Frontpage digest emails for details.
 - iv. **Next Meeting** SAPC will discuss the Cultural Center's role on campus with Stacey Milner.
- 9. **STUDENT GOVERNMENT ASSOCIATION** (SGA) – Mike Muller
Officers: President Mike Muller, Vice President Matthew Jones, Secretary Kenneth Adams, Treasurer Sarah Smith
 - a. **Resume 24-hour Study Space Weekdays**
 - i. The Office of the Student Government President is happy to announce the reopening of the Atrium (first floor) of the Russell Library to its previous 24 hours 5 days per week status beginning 25 Mar 2018. The library will revert to usual hours for the summer.
 - ii. The Student Government Association thanks the great collaborative effort among The Office of the President, The Office of the Provost, The Library Administration, and The

Office of Student Affairs. As SGA President, I personally could not be more thankful for a truly student-focused university administration.

- iii. The Atrium hours, beginning 25 Mar 2018, are listed below:
 - 1) **Sunday**: opens at 12:00 noon, does not close
 - 2) **Monday**: 24 hours
 - 3) **Tuesday**: 24 hours
 - 4) **Wednesday**: 24 hours
 - 5) **Thursday**: 24 hours
 - 6) **Friday**: Already open, closes at 6:00pm
 - 7) **Saturday**: Opens at 10:00am and closes at 6:00pm
- iv. To enter the library during late night hours, use your Bobcat Card on the Bobcat Card Reader present on the fountain side entrance.
- v. As a reminder of convenience, students living in the residence halls on West or Main Campus may always use the common areas, community rooms, or classrooms (just reach out to your Community Director) for studying at any time.
- vi. If you have any questions or concerns, please direct them to sga@gcsu.edu or to me at sga.president@gcsu.edu.
- b. **2018-2019 SGA Officer Elections** have ended after a grueling two weeks. The next SGA President shall be Amelia Lord, Vice President Matt Krack, and Treasurer Sarah Smith.
- c. **Grade Accessibility** SGA is continuing to focus on greater grade accessibility and will be working to attend meetings with faculty and staff in hopes of developing a strong culture of grade accessibility.
- d. **Conclusion** Have a good weekend!

ANNOUNCEMENTS/ INFORMATION ITEMS:

1. **UNIVERSITY CURRICULUM COMMITTEE (UCC) UPDATE** – Lyndall Muschell (UCC Chair)
 - a. **Date and Time of Meeting**
 - i. 15 Feb 2018 - 9:00am-10:30am
 - b. **Action Items**
 - i. College of Arts and Sciences
 - 1) Approved - ART - Minor in Graphic Design
 - 2) Approved - WORLD LANGUAGES & CULTURES - Change of the grading for introductory courses (1001) to Pass/Fail - requires University System of Georgia approval
 - 3) Approved - MUSIC - Music Precertification Minor
 - ii. College of Education
 - 1) Approved - ESOL Endorsement Concentration
 - c. **Information Items**
 - i. College of Arts and Sciences
 - 1) CHEMISTRY, PHYSICS, & ASTRONOMY proposed minor edits to some course descriptions, changes to the degree requirements (APPROVED), and two new courses PHYS3600L (APPROVED) and PHYS4900 (APPROVED)
 - 2) WORLD LANGUAGES & CULTURES proposed three new courses FREN3310 (APPROVED), SPAN3620 (APPROVED), and SPAN4003 (APPROVED)
 - 3) GOVERNMENT & SOCIOLOGY proposed modifications to the CRJU major (APPROVED) and to the SOCI major (APPROVED) and two new courses CRJU4005 [The course was originally submitted as CRJU4000, but that number

was already taken, so it was changed to 4005] (APPROVED) and SOCI3501 (APPROVED)

- 4) PSYCHOLOGICAL SCIENCE proposed a prerequisite change for PSYC2400 (APPROVED)
- 5) PHILOSOPHY & LIBERAL STUDIES proposed a new course WMST4960 (APPROVED)
- 6) WORLD LANGUAGES & CULTURES proposed several changes to the BA in World Languages and Cultures, including one new course MFLG3409 (APPROVED).

ii. College of Education

- 1) EDSL 3001 (APPROVED)
- 2) EDSL 3002 (APPROVED)
- 3) EDSL 3003 (APPROVED)
- 4) EDSL 3005 (APPROVED)

d. **New Business**

- i. The UCC members will be developing and finalizing bylaws and operating procedures over the next two meetings.

e. **Calendar of upcoming UCC Meetings**

- i. 14 Mar 2018, 2:00 - 3:30, Parks 301
- ii. 23 Apr 2018, 2:30 - 4:00, Parks 301

2. **USG FACULTY COUNCIL (USGFC) UPDATE** – Alex Blazer and Glynnis Haley

- a. The 1 Dec 2017 USGFC meeting report is attached to these minutes as a supporting document.

3. **IMPLEMENTING MULTI-FACTOR AUTHENTICATION (MFA) AT GEORGIA COLLEGE** – Bob Orr

You may see MFA referred to as 2FA: Two-Factor Authentication. Basically, it's an extra authentication step when logging in that prevents others from accessing your account, even if they know your username and password.

You probably heard of recent instances at Georgia College where usernames and passwords were stolen and then used to redirect paychecks. This happened because of clicking on links in an email and answering the prompts for information. We get calls every day wanting to know how to better identify and protect your personal information. Honestly, the emails are getting so good that it is extremely difficult, without close scrutiny, to determine what is real or just another attempt.

Since this last paycheck issue, we have been directed by the USG to implement MFA for OneUSG Connect but, we were already working on it because it's the right thing to do to protect your information.

Georgia College has been working with USG and sister campuses to implement Multi-Factor Authentication (MFA) using DUO software. Our rollout of MFA will be for authentication into OneUSG Connect to better protect your financial information. We expect to go live with DUO to OneUSG Connect in mid to late April. In the future, after building everyone's comfort level, we collectively need to roll this to other systems such as Unify and email which will stop many of these attempts. As most people log into OneUSG Connect very infrequently, this is a wonderful opportunity to deliver an additional secure authentication system to the campus while learning lessons to better guide integration efforts for the future.

For ease of use and flexibility, we highly recommend using the DUO Mobile App on your smartphone. A second option is to have DUO give you a call at a pre-determined number. The third option is to use a USB hardware token. We're currently researching the hardware tokens and have identified a low-priced source.

Before February's end, we'll begin asking faculty, staff and student employees to take advantage of early enrollment sessions to set up DUO before we go live with OneUSG Connect. These sessions provide a unique opportunity to load DUO and test your access early. We highly recommend that everyone avoid any last minute issues by taking advantage of these early enrollment opportunities.

Implementation is a collaborative effort of Information Technology, Human Resources (HR) and Payroll and Financial Systems, and is being facilitated by Hance Patrick. Self-help guides will be available on the HR training site. Plans are underway to offer many training/enrollment sessions with notifications posted on FrontPage and Unify, plus you'll receive emails regarding early enrollment instructions. We also are providing "at-your-elbow" support if desired and will have support staff visiting in various areas. Again, support schedules will be posted in FrontPage and Unify. Of course, Serve is always ready to lend a hand.

Yes, it's one extra step when logging in. But, it may save you hassle in trying to recover from identity theft. It is an extra step, but it's also the wave of the future and the right thing to do to protect us and the ones we serve.

Questions were invited from the floor. There was one.

- **Question** Will multi-factor authentication be applied for login to classroom computers or is it going to be implemented exclusively for web login environments such as Unify, email, and OneUSG?
- **Response** *At this time, exclusively for the latter. This does not preclude the former from being implemented at some future time.*
- **Comment from Questioner** If and when multi-factor authentication is considered for classroom computers, I think guest login would be a preferable option to implement.

OPEN DISCUSSION: Nicole DeClouette invited open discussion from the floor. There was one topic on the agenda.

1. **DRAFT 2018-2019 GOVERNANCE CALENDAR** The most current draft (dated 2 Feb 2018) of the 2018-2019 Governance Calendar was disseminated with the agenda for this meeting and feedback on the draft, including questions, was invited.
 - a. No feedback (or questions) was offered from the floor.

ADJOURN:

1. **ATTENDANCE AND THE SIGN-IN SHEET** Nicole DeClouette 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 2:47 p.m.

SUPPORTING DOCUMENTS

1. *GovCal_2018-19_DRAFT_2018-02-02* (MSWord pdf) the draft of the 2018-2019 Governance Calendar considered under **OPEN DISCUSSION**.
2. *USGFC_Report_(2017-12-01).pdf* The University System of Georgia Faculty Council (USGFC) Report for the 1 Dec 2017 USGFC meeting for the second of the **ANNOUNCEMENTS/ INFORMATION ITEMS**.