

COMMITTEE NAME: EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)

MEETING DATE & TIME: 07 DEC 2012; 2:00 –3:15

MEETING LOCATION: PARKS ADMINISTRATION BUILDING, ROOM 301

ATTENDANCE:

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| MEMBERS | “P” denotes Present, “A” denotes Absent, “R” denotes Regrets |
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| P | Janet Clark (CoAS, ECUS Chair Emeritus) | P | Deborah MacMillan (CoHS) |
| R | Steve Dorman (University President) | P | Lyndall Muschell (CoE, ECUS Vice-Chair) |
| P | Joshua Kitchens (Library) | P | Craig Turner (CoAS, ECUS Secretary) |
| R | Matthew Liao-Troth (Interim Provost) | P | Catherine Whelan (CoB, ECUS Chair) |
| P | Bryan Marshall (CoB, APC Chair) | P | Susan Steele (CoHS, CAPC Chair) |
| R | Leslie Moore (CoHS, FAPC Chair) | P | Maureen Horgan (CoAS, RPIPC Chair) |
| P | Dianne Chamblee (CoHS, SAPC Chair) | | |
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| <p>GUESTS: Matthew Williams (Graduate Assistant of the 2012-2013 University Senate)</p> |
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| <i>Italicized text denotes information from a previous meeting.</i> | | |
| *Denotes new discussion on old business. | | |

| AGENDA TOPIC | DISCUSSIONS & CONCLUSIONS | ACTION OR RECOMMENDATIONS | FOLLOW-UP {including dates/responsible person, status (pending, ongoing, completed)} |
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| I. Call to order | The meeting was called to order at 2:02 pm by Catherine Whelan (Chair). | | |
| II. Approval of Agenda | A motion to approve the agenda was made and seconded. | The agenda was approved as circulated. | |
| III. Approval of Minutes | A motion to consider the 30 Nov 2012 ECUS-SCC minutes was made and | The 30 Nov 2012 ECUS minutes were approved as posted to | |

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| | seconded. These minutes had been circulated via email with one amendment made by Matthew Liao-Troth to the Provost's Report on the topic of Information Technology consolidations. The minutes had been subsequently posted to the minutes.gcsu.edu site as amended. | minutes.gcsu.edu. | |
| IV. Reports | | | |
| President's Report Steve Dorman | As President Dorman had extended regrets and was unable to attend this meeting, there was no President's Report. | | |
| Provost's Report Matthew Liao-Troth | As Interim Provost Liao-Troth had extended regrets and was unable to attend this meeting, there was no Provost's Report. | | |
| RPIPC (Resources, Planning, and Institutional Policy) Report- Maureen Horgan | <ol style="list-style-type: none"> 1. Shared Leave: On this topic, <ol style="list-style-type: none"> a. Toi Franks had reported at the 30 Nov 2012 RPIPC meeting that the shared leave work group could not progress until it received a response from Director of Human Resources, Rod Kelly. Susan Allen invited Toi Franks to a meeting that Susan had scheduled with Rod Kelly. b. Since the 30 Nov 2012 RPIPC meeting, Toi Franks has received feedback from Rod Kelly. In addition, Rod sent the draft to a colleague on USG staff for a review against USG policy. c. In short, the shared leave policy is nearly ready for a final review by RPIPC, after which it will likely be proposed as a university policy for consideration by the University Senate. 2. Public Art Policy: On this topic, <ol style="list-style-type: none"> a. Many drafts have been circulated | Public Art Policy: There was a conversation among some of those at this meeting to review and clarify policy and procedural aspects of the current drafts. This conversation culminated with an agreement that Catherine Whelan and Maureen Horgan will meet and consult relevant university personnel as they deem necessary to attempt to finalize the draft of the public art policy as well as the procedural recommendations that will accompany the proposed policy. | <ol style="list-style-type: none"> 1. Maureen Horgan and Catherine Whelan will meet and consult with relevant university personnel as they deem necessary to attempt to finalize the draft of the public art policy as well as the procedural recommendations that will accompany the proposed policy. 2. Maureen Horgan will consult with Kirk Armstrong to attempt to finalize the draft of recommendations of the RPIPC smoking enforcement task force, and submit the final draft to Catherine Whelan, so that the |

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| | <p>among RPIPC, Art Chair Bill Fisher, University Architect Michael Rickenbacker, and Interim Provost Matthew Liao-Troth.</p> <p>b. Among the points of conversation have been clarifying the policy and procedural aspects of the drafts. In addition, the composition of the committee on public art within the procedures is not yet finalized. Based on a review of public art policies and procedures from other universities, it is typical to include on the committee a member representing grounds, foundation, and a presidential appointee, as well as a representative of the Art Department.</p> <p>3. Smoking Policy Enforcement: On this,</p> <p>a. The most recent recommendations from the RPIPC task force led by Kirk Armstrong have centered on education and applying peer pressure.</p> <p>b. A copy of the specific task force recommendations was circulated by Maureen Horgan to all in attendance.</p> <p>c. There was a related matter of who might be most appropriate individual (position) to list on the website as a point person for the smoking policy.</p> | | <p>final draft can be distributed to relevant university personnel.</p> <p>3. Catherine Whelan will consult with relevant university personnel to attempt to determine who might be the most appropriate individual (position) to list on the website as a point person for the smoking policy.</p> |
| <p>SAPC (Student Affairs Policy Report) – Dianne Chamblee</p> | <p>1. Student Emergency Fund:</p> <p>a. SAPC consulted with Bill Doerr, Associate Vice President for Development and Alumni Relations, to confirm the existence of a student emergency fund.</p> <p>b. Student Government Association (SGA) is likely to do some sort of</p> | | |

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| | <p>fundraiser (possibly a “rummage sale”).</p> <p>2. <u>Box Office Books:</u></p> <p>a. SAPC consulted with Kyle Cullars (Assistant Vice President of Auxiliary Services) and Lynda Grable (Director of University Bookstores) to clarify some concerns.</p> <p>b. One concern was that not enough books were ordered for certain classes and it turned out the pounce students were not visible to the book store management throwing off their count. This issue has been resolved and should not occur again.</p> <p>c. Another concern was that some of the faculty wanted students in their courses to be able to purchase and read textbooks prior to the beginning of the semester. It was pointed out that students can order resources from Box Office Books online in advance of classes starting.</p> <p>d. In summary, Kyle and Lynda were able to address all the concerns in a satisfactory manner.</p> <p>3. <u>Athletic Report:</u></p> <p>a. Ken Farr, Faculty Athletic Representative (FAR), attended the 30 Nov 2012 SAPC meeting, and provided an update on our student athletes.</p> <p>b. In particular, our athletes were quite competitive academically with their counterparts attending schools in our athletic conference (Peachbelt).</p> <p>4. <u>Adderall Abuse:</u> The residence hall</p> | | |
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programs have been deferred until January 2013.

5. **Military and International Students:**

- a. **Military:** A recognized student organization (RSO) is being considered. Bryan Marshall has distributed a feeler to all eligible students for this RSO and as yet has received no responses.
- b. **International:** Doreen Sams is consulting with personnel in the International Office to explore the feasibility of reviving the adoptive family practice.

6. **Student Retention:** In addition to asking “Why did you leave?” of students who have transferred, seniors will be asked “Why did you stay?” The reasons for students transferring have been quite diverse, and there is hope that there may be more consistency in the responses from the seniors who will be polled. These surveys may provide guidance for student retention efforts.

7. **Satellite Office (Counseling Services):**

At the 30 Nov 2012 SAPC meeting,

- a. Bruce Harshbarger, Chief Student Affairs Officer, indicated that there was no plan to establish a satellite office for counseling services on the main campus.
- b. The Crisis Assessment, Response, and Education (CARE) is available to transport students needing some counseling from the main campus to the counseling services office on west campus. Contact CARE by phone for such transportation.

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| <p>APC (Academic Policy Committee) Report – Bryan Marshall</p> | <p>All APC work groups are progressing on their respective initiatives. All is well for APC.</p> | | |
| <p>CAPC (Curriculum and Assessment Policy Committee) Report – Susan Steele</p> | <ol style="list-style-type: none"> 1. Motions: We have two motions for consideration by the University Senate at its 18 Jan 2013 meeting. Specifically: <ol style="list-style-type: none"> a. Name Change for the Kinesiology Minor. b. Approval of the Post-Master’s Family Nursing Practitioner (FNP) Certificate 2. Learning Outcomes for GC1Y/GC2Y: Subcommittee on the Core Curriculum (SoCC) will be developing a check sheet to track changes in learning outcomes for GC1Y and GC2Y courses. | | |
| <p>FAPC (Faculty Affairs Policy Committee) Report – Catherine Whelan (for Leslie Moore)</p> | <ol style="list-style-type: none"> 1. Motion: FAPC will propose a motion for University Senate consideration at its 18 Jan 2013 meeting and seek endorsement of the recommended student opinion survey instruments – ETS SIR II and IDEA – they have reviewed. These are the student opinion survey instruments recommended for consideration by the 2011-2012 University Chairs Council work group. 2. Post-Tenure Review: Mike Rose was charged by FAPC to arrange a meeting of three members of the FAPC post-tenure review work group from 2010-2012 (Ken Farr, Mike Rose, Craig Turner) with Associate Provost Tom Ormond to discuss the review of the post-tenure review language in the <i>Policies, Procedures and Practices Manual</i>. This consultation will guide future work (if any) by FAPC on this matter. | | |

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| | <ol style="list-style-type: none"> 3. Faculty Evaluation: This topic was discussed at the FAPC meeting, and Leslie Moore will provide additional information at a future meeting. 4. Faculty Scholarship Awards: FAPC members discussed this topic and are asking the relevant faculty awards committee to invite nominations of a series of research articles published over one or more previous years in addition to nomination of article(s) published within the academic year of the award. 5. Final Exam Week: FAPC discussed this topic and has some ideas on revisions for implementing final exams, and intends to share these proposed revisions with those university personnel who are in a position to make revisions. | | |
| <p>ECUS (Executive Committee of the University Senate)</p> <p>Catherine Whelan</p> | <ol style="list-style-type: none"> 1. Broadcast University Senate Meetings: At its 30 Nov 2012 meeting, the members of ECUS have agreed to implement the broadcasting of meeting of the University Senate in the Spring 2013 semester. <ol style="list-style-type: none"> a. The logistics may not be in place in time for the 18 Jan 2013 meeting, but the meetings in February, March, and April will be available as broadcasts to the university community. b. Catherine Whelan and possibly Matthew Williams (Graduate Assistant of the 2012-2013 University Senate) will consult with the relevant personnel in University Television to arrange the details. 2. Attendance Check: Catherine Whelan reviewed the attendance report of the university senate and has followed up with some of the individuals who had not | | |

been in attendance of all of the senate meetings. This follow-up was not a punitive measure but a consultation to see if there were things that could be done to ensure that such senators are able to attend future meetings. Catherine intends to consult with committee secretaries and do a similar follow-up with some of the committee members who have not been in attendance of all committee meetings.

3. **Steering Items:** At its 30 Nov 2012 meeting, the Interim Provost had sought guidance from ECUS on the steering of two items. Both were identified as APC items and are being formally steered to APC Chair Bryan Marshall for APC consideration. Each has a supporting document – a hard copy of which was shared with Bryan Marshall – and electronic copies are attached to these minutes as supporting documents. Bryan Marshall was invited to contact the Interim Provost (Matthew Liao-Troth) should APC require any clarifications on these items. These items are:
 - a. **Proposed Revisions to the Summer Academic Calendar.** The source of this proposal is the academic deans, and it is to bring more consistency in the summer terms having all three terms be four weeks in duration with a full term overlay over the twelve weeks. In addition, the proposal includes a pair of five week terms for use by College of Education cohorts who have post-planning and pre-planning that usually prevents the delivery of courses to them in the first

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| | <p>(Maymester) and third (Summer II) summer terms.</p> <p>b. <u>Midterm Grade Revision Proposal:</u> The source of this proposal is Mike Augustine (Director of the Center for Student Success), and it is to replace the single Unsatisfactory grade with a menu of Unsatisfactory grades that include the UA (unsatisfactory attendance), UG (unsatisfactory grade(s)), UP (unsatisfactory participation), UAGP (unsatisfactory in multiple categories). The thought is that the additional detail will assist in focusing the interventions with students who receive the grades of Unsatisfactory when decorated with category modifier.</p> <p>4. <u>PPPM:</u> As the “new” software for the PPPM (Policies, Procedures and Practices Manual) has now been installed, Catherine Whelan intends to coordinate with Mike Digby to identify existing policies that require reformatting to align with the existing policy template in use by University Senate. Thus, the standing committees may receive some reformatting requests during the Spring 2013 semester. This was an informational heads-up for the standing committee chairs.</p> | | |
| V. Information Items Actions/Recommendations | | | |
| | There were no information items on the agenda of the 30 Nov 2012 ECUS meeting. | | |
| VI. Unfinished Business Review of Action & | | | |

| Recommendations, Provide updates (if any) to Follow-up | | | |
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| <p>Broadcasting University Senate Meetings</p> | <p><u>28 Sep 2012:</u> <i>The exploration of feasibility and desirability of making the viewing of a live broadcast of meetings of the University Senate available to the university community and requiring authentication (with the existing CAS ID and password if possible) to view these meetings was proposed for consideration.</i></p> <p><u>05 Oct 2012:</u> <i>Those present were provided a brief synopsis of the issue (see above). Catherine Whelan indicated she would continue to gather more information to facilitate future deliberation on this matter and invited all present to “have a think” on this matter prior to the next ECUS-SCC meeting.</i></p> <p><u>26 Oct 2012</u></p> <ol style="list-style-type: none"> 1. <i>Josh Kitchens had consulted with Wesley Smith of IDEAS and Big Blue Button was identified as one possible tool to implement broadcasting meetings.</i> 2. <i>Debby MacMillan shared her experience with Collaborate noting its features and in particular its automation in archiving the recording of a meeting.</i> 3. <i>It was noted that there was a fee for the license for Collaborate and the present licensing agreement expired at the conclusion of the academic year. In contrast, there was no cost in using the Big Blue Button software at this time. There was general agreement to explore the feasibility of the free option (Big Blue</i> | <p><u>28 Sep 2012:</u> <i>There was general agreement that</i></p> <ol style="list-style-type: none"> a) <i>implementation of this broadcasting should be contingent upon approval by the University Senate.</i> b) <i>more details regarding implementation feasibility were necessary before this proposal would be ready for possible presentation to the University Senate. and that designated members of the Executive Committee should seek this information</i> c) <i>Standing Committee Chairs should inform the conversation on this matter and be consulted at the 5 Oct 2012 ECUS-SCC meeting.</i> <p><u>26 Oct 2012</u></p> <ol style="list-style-type: none"> 1. <i>Josh Kitchens was asked to follow-up with appropriate IDEAS personnel on the details of using Big Blue Button as a broadcasting tool. Among the details might be remote participation, microphone logistics, and the automatic archiving that was</i> | <p><u>28 Sep 2012:</u></p> <ol style="list-style-type: none"> 1. <i>Catherine Whelan will consult with university television personnel to inform deliberation.</i> 2. <i>Josh Kitchens will consult with IDEAS personnel to inform this deliberation.</i> 3. <i>Catherine Whelan will ensure that this topic is placed on the tentative agenda of the 5 Oct 2012 ECUS-SCC meeting.</i> <p><u>05 Oct 2012</u></p> <ol style="list-style-type: none"> 1. <i>Catherine Whelan will consult with university television personnel to inform deliberation.</i> 2. <i>Josh Kitchens will consult with IDEAS personnel to inform this deliberation.</i> 3. <i>Catherine Whelan will ensure that this topic is placed on the tentative agenda of a future ECUS or ECUS-SCC meeting.</i> <p><u>26 Oct 2012</u></p> <ol style="list-style-type: none"> 1. <i>Catherine Whelan did consult with university</i> |

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| | <p><i>Button) before considering the tools for broadcasting, like Collaborate, with associated costs including licensing.</i></p> <p>4. <i>The issue of remote participation was identified as a facet for consideration in the continuing deliberation and selection of a tool for broadcasting. Pros and cons of remote participation and attendance by university senators were briefly discussed with no clear committee consensus for or against remote participation.</i></p> <p>5. <i>After additional conversation, there was general agreement to consider only audio in the broadcasting (and not video). From the experience of those in attendance, the collecting of audio at meetings was typically accomplished by having a microphone for the presenters and a second microphone for commentary and participation from the floor.</i></p> <p>6. <i>There was general agreement that more detailed information was needed on this matter before making a commitment to the implementation of the broadcasting.</i></p> <p><u>02 Nov 2012</u> <i>Recently the proposal is for audio only with no video. Feedback from those present (ECUS and SCC) was invited and welcomed by email. No particular feedback was offered at this meeting.</i></p> <p><u>30 Nov 2012</u> <i>Conversation points included:</i></p> <p>1. <i>Consultations with faculty colleagues at college meetings by some members of the</i></p> | <p><i>observed in the use of the Collaborate tool</i></p> <p><u>30 Nov 2012</u></p> <p>1. <i>Catherine Whelan agreed to consult with appropriate University Television personnel to gather information on the cost and feasibility of broadcasting meetings of the University Senate.</i></p> | <p><i>television personnel to inform deliberation.</i></p> <p>2. <i>Josh Kitchens did consult with IDEAS personnel to inform this deliberation.</i></p> <p>3. <i>Catherine Whelan did place this topic on the tentative agenda of the 26 Oct 2012 ECUS meeting.</i></p> <p>4. <i>Josh Kitchens will continue to consult with IDEAS personnel for more information about Big Blue Button (remote participation, microphone logistics, automatic archiving, etc.) to inform this deliberation.</i></p> <p>5. <i>Catherine Whelan will ensure that this item is placed on the tentative agenda of the 2 Nov 2012 ECUS-SCC meeting.</i></p> <p><u>30 Nov 2012</u></p> <p>1. <i>Catherine Whelan did place this item on the agenda of the 02 Nov 2012 ECUS-SCC meeting and also on the agenda of the 30 Nov 2012 ECUS meeting.</i></p> <p>2. <i>Catherine Whelan will</i></p> |
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| | <p><i>Executive Committee had identified only a pair of faculty members who had explicitly indicated an interest in viewing broadcasts of meetings of the University Senate. Some concern was expressed of arranging for broadcasts if no anticipated audience was identified.</i></p> <p>2. <i>There was another viewpoint expressed by some members of the Executive Committee that if broadcasts were made available – either live and/or in delayed form (such as a podcast perhaps) – an audience would emerge. It was noted that there could be a counter to monitor the number of times the broadcast / podcast of each meeting was viewed and that continuation of the broadcasts might be linked to these access counts.</i></p> <p>3. <i>There was general consensus by those present to check into the feasibility and expense of broadcasting meetings of the university senate and to begin the broadcasting as early as February 2013 (if feasible).</i></p> <p>4. <i>There was a suggestion to consider audio only broadcasting versus audio and video broadcasting.</i></p> <p>5. <i>Some members who were present conjectured that the viewers would likely have primary interest in the reports from the University President and Provost</i></p> | | <p><i>consult with appropriate University Television personnel to inform the ongoing deliberation on broadcasting senate meetings.</i></p> <p>3. <i>Catherine Whelan will ensure that this topic is placed on the tentative agenda of a future ECUS or ECUS-SCC meeting.</i></p> <p><u>07 Dec 2012</u></p> <p>1. <i>Catherine Whelan did include this item in the ECUS report at the 07 Dec 2012 ECUS-SCC meeting.</i></p> |
| <p><i>Policies Procedures and Practices Manual (PPPM)</i></p> | <p><u>28 Sep 2012</u> <i>Catherine Whelan indicated that she would be meeting with Mike Digby to further talk about the PPPM and would have more information to share after that meeting.</i></p> <p><u>26 Oct 2012</u></p> | <p><u>26 Oct 2012</u> <i>The PPPM Motion (26 Oct 2012) was approved.</i></p> | <p><u>28 Sep 2012</u> <i>Catherine Whelan will ensure that this topic is placed on the tentative agenda of a future ECUS or ECUS-SCC meeting.</i></p> |

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| | <ol style="list-style-type: none"> 1. Catherine Whelan indicated that she had recently met with Dr. Mike Digby to discuss the next steps on the PPPM. 2. Mike Digby noted that he was charged to edit and not to rewrite. He considered this aspect when formulating the proposed next steps (in item 3 below). Some of the next steps correspond to edits (editorial changes), others are rewrites (content changes) that would require a review by other university personnel or committees. 3. As the new software to manage the PPPM was now in place, Catherine Whelan and Mike Digby had agreed to propose the following as next steps: <ol style="list-style-type: none"> a. <u>Restructuring</u>: Modifying the existing section titles to support better indexing and to make the PPPM more user friendly with respect to the use of the find / search function to locate and identify existing policies, procedures, and practices. b. <u>Reformatting Policy Statements</u>: Reformat the existing university policies that are in the PPPM, as necessary, to align with the current standardized university policy format template. The current and reformatted versions will be referred to ECUS for steering to itself or other individuals and committees for review. The review in this case would be asking if the reformatting modifies the intent of the language that articulates the policy statement and its associated procedures (if such procedures exist). | | <p><u>26 Oct 2012</u> Catherine Whelan will inform Mike Digby of PPPM Motion (26 Oct 2012) authorizing him to implement their jointly proposed next steps on the PPPM.</p> |
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| | <p>c. <u>Identifying / Resolving Conflicts:</u> <i>In some cases (such as Student Opinion Surveys), there are multiple versions of a policy statement that contain conflicting information. In these cases, the multiple versions will be identified, collated, and referred to ECUS for steering to the appropriate individual or policy committee for review and conflict resolution.</i></p> <p>d. <u>Authorizing Procedure / Practice:</u> <i>Some procedures and practices that are included in the PPPM are dated (inconsistent with perceived current procedure and practice) and some do not identify an individual (position) responsible and authorized for their maintenance. Such practices and procedures will be identified and referred to ECUS for steering to the appropriate individual or committee for review.</i></p> <p>4. <u>PPPM Motion (26 Oct 2012):</u> <i>A motion To acknowledge the excellent work on the PPPM by Dr. Mike Digby and authorize him to take the proposed next steps, to</i></p> <p>a. <i>modify section titles to support better indexing and facilitate the search/find function of the PPPM</i></p> <p>b. <i>coordinate the reformatting of existing policy statements in the PPPM, as necessary, to align them with the current standardized university policy format template and refer the existing and reformatted versions to ECUS for steering to itself or other university personnel or committees to review the reformatted</i></p> | | |
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| | <p><i>versions with respect to modification (if any) to the intent of the language articulating the policy statement or its associated procedure (if such procedures are present),</i></p> <p><i>c. identify and collate conflicting versions of policies and refer these to ECUS for steering to the appropriate individual or policy committee for review and conflict resolution. and</i></p> <p><i>d. identify the practices and procedures that are either inconsistent with the perceived current practice or procedure and/or for which there is no individual (position) responsible and authorized for their maintenance and refer these to ECUS for steering to appropriate individuals or committees for review</i></p> <p><i>was made and seconded.</i></p> <p>5. <u>Change Log:</u> <i>Catherine Whelan noted that Mike Digby is maintaining a Change Log for the PPPM that will document the editorial changes that he is making as well as those changes that he is proposing for consideration and review by others.</i></p> | | |
| <p><i>Emergencies and Communication Channels in Classrooms</i></p> | <p><u>28 Sep 2012</u></p> <p><i>A proposal to explore the feasibility of having communication channels available in classrooms was made. Such channels might facilitate contact of information technology assistance for projection systems or contact of public safety in an emergency. Josh Kitchens noted that the Student Technology Fee Committee was considering an intercom system for classrooms in consultation with Chief Information Officer Bob Orr. Other</i></p> | <p><u>28 Sep 2012</u></p> <p><i>There was general agreement to seek additional information on this matter including existing best practices.</i></p> | <p><u>28 Sep 2012</u></p> <ol style="list-style-type: none"> <i>1. President Dorman to provide updates on the possible use and feasibility of VOIP.</i> <i>2. Catherine Whelan will gather information to inform deliberation.</i> <i>3. Catherine Whelan will ensure that this topic is on the tentative</i> |

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| | <p><i>channel options were proposed including Voice Over Internet Protocol (VOIP) or telephones. President Dorman indicated that exploration of the feasibility of VOIP as a possible replacement for existing phone service as a cost-saving measure was in progress. Catherine Whelan agreed to seek more information on this concern for the next meeting.</i></p> <p><u>05 Oct 2012</u> <i>Those present were provided a brief synopsis of the issue (see above). Catherine Whelan indicated she would continue to gather more information to facilitate future deliberation on this matter.</i></p> | | <p><i>agenda of a future ECUS or ECUS-SCC meeting.</i></p> <p><u>05 Oct 2012</u></p> <ol style="list-style-type: none"> <i>1. President Dorman to provide updates on the possible use and feasibility of VOIP.</i> <i>2. Catherine Whelan will gather information to inform deliberation.</i> <i>3. Catherine Whelan did place this on the 05 Oct 2012 agenda and will ensure that this topic is on the tentative agenda of a future ECUS or ECUS-SCC meeting.</i> |
| <p>Faculty Development opportunities to assist faculty in working with Students with Disabilities</p> | <p><u>28 Sep 2012</u> <i>Students with disabilities are increasingly common. Faculty training opportunities for dealing with the variety of disabilities, such as high functioning autism and Asperger's, is desirable. This may be particularly relevant if the disability could be disruptive to the classroom learning of other students.</i></p> <p><u>05 Oct 2012</u> <i>Those present were provided a brief synopsis of the issue (see above). Catherine Whelan indicated she would continue to gather more information to facilitate future deliberation on this matter.</i></p> <p><u>26 Oct 2012</u> <i>Catherine Whelan indicated that she has</i></p> | <p><u>28 Sep 2012</u> <i>There was general agreement to seek additional information on this matter including existing best practices.</i></p> | <p><u>28 Sep 2012</u></p> <ol style="list-style-type: none"> <i>1. Catherine Whelan will gather information to inform deliberation.</i> <i>2. Catherine Whelan will ensure that this topic is on the tentative agenda of a future ECUS or ECUS-SCC meeting</i> <p><u>05 Oct and 26 Oct 2012</u></p> <ol style="list-style-type: none"> <i>1. Catherine Whelan will gather information to inform deliberation.</i> <i>2. Catherine Whelan will ensure that this topic is on the tentative</i> |

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| | <p><i>been attempting to identify a time to consult with the appropriate Disability Services personnel and anticipates finding time in the week of Oct 29 – Nov 2 to make this consultation.</i></p> <p><u>02 Nov 2012</u> <i>Catherine Whelan is scheduled to meet with Katy Washington, Director of Disability Services, to discuss the professional development opportunities for faculty in this area. More information will be shared as it becomes available.</i></p> <p><u>30 Nov 2012</u> <i>Catherine Whelan met with Katy Washington, Director of Disability Services, to discuss development opportunities for faculty in this area. Catherine indicated that</i></p> <ol style="list-style-type: none"> <i>1. Katy Washington will attend the Feb 2013 meeting of the University Senate and provide information on development opportunities for faculty.</i> <i>2. Katy Washington plans to be more proactive in communicating with the students with disabilities and encourage these students to share information with faculty earlier rather than later. Some faculty have expressed a desire of having information prior to the beginning of the semester to be able to plan the ways in which they might accommodate the students with special needs as the course syllabus is in preparation. The intent is to attempt to satisfy this desire.</i> | | <p><i>agenda of a future ECUS or ECUS-SCC meeting.</i></p> <p><u>30 Nov 2012</u> <i>Catherine Whelan did place this item on the agenda of the 02 Nov 2012 ECUS-SCC meeting and also on the agenda of the 30 Nov 2012 ECUS meeting.</i></p> |
| <p>University System of Georgia Faculty Council (USGFC) Representative</p> | <p><u>28 Sep 2012</u> <i>Given that this matter was extending the meeting beyond the usual adjournment time,</i></p> | <p><u>28 Sep 2012</u> <i>There was general agreement that Standing Committee Chairs</i></p> | <p><u>28 Sep 2012</u> <i>1. Craig Turner will prepare a summary</i></p> |

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| | <p><i>there was agreement the conversation would be brief. The current selection process of the USGFC representative was determined by Motion 1011.EC.001.R to be the selection of the Presiding Officer Elect of the University Senate. Concerns from the recent two representatives, Jan Clark and Catherine Whelan, were that a term of service of a single year may be too brief a time to participate meaningfully on the USGFC. Consideration of both a longer term of service than a single year as well as the addition of the nomination of one or more candidates for the USGFC Representative position to the work of the Subcommittee on Nominations were proposed for further consideration. Craig Turner who served as Co-Chair of the USGFC both prior to and during the terms of Catherine Whelan and Jan Clark was charged to prepare a summary document providing the relevant details for this USGFC Representative position.</i></p> <p><u>05 Oct 2012</u> <i>Catherine Whelan provided an overview of the main points in the USGFC fact sheet that was prepared by Craig Turner and circulated by email prior to the meeting. Suggestions offered at the 28 Sep 2012 ECUS meeting (see above) were reiterated and there was no clear consensus for a particular selection process. ECUS was entrusted to continue the deliberation on this matter and again consult Standing Committee Chairs at its discretion.</i></p> <p><u>26 Oct 2012</u></p> | <p><i>should inform the conversation on this matter and be consulted at the 5 Oct 2012 ECUS-SCC meeting.</i></p> | <p><i>document on this matter to inform the deliberation.</i></p> <ol style="list-style-type: none"> <i>2. Catherine Whelan will ensure that this topic is on the tentative agenda for the 5 Oct 2012 ECUS-SCC meeting</i> <p><u>05 Oct 2012</u></p> <ol style="list-style-type: none"> <i>1. Craig Turner did prepare a summary document on USGFC.</i> <i>2. Catherine did place this item on the tentative agenda of the 05 Oct 2012 ECUS-SCC meeting.</i> <i>3. Catherine Whelan to ensure that this topic is placed on the tentative agenda of the 26 Oct 2012 ECUS meeting.</i> <p><u>26 Oct 2012</u></p> <ol style="list-style-type: none"> <i>1. Catherine Whelan did place this item on the tentative agenda of the 26 Oct 2012 ECUS meeting.</i> <i>2. Catherine Whelan will ensure that this topic is on the tentative agenda of a future ECUS or ECUS-SCC meeting.</i> |
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| | <p><i>Given that the 27 Oct 2012 USGFC meeting will be the first one attended by Lyndall Muschell, there was agreement to defer the deliberation on this matter so that the committee can benefit from Lyndall's perspective after attending a meeting. Craig Turner indicated that he would be attending this meeting as a guest acknowledging that Lyndall Muschell is the institutional voting representative to the USGFC.</i></p> <p><u>02 Nov 2012</u> <i>Following her attendance of and report on the 27 Oct 2012 USGFC meeting, Lyndall Muschell advocated for consideration of a longer than one year term of service for the USGFC representative. Given that there was insufficient time to further discuss this matter at this meeting, the deliberation will continue at a future meeting of ECUS or ECUS-SCC.</i></p> | | <p><u>02 Nov 2012</u> <i>Catherine Whelan will ensure that this topic is on the tentative agenda of a future ECUS or ECUS-SCC meeting.</i></p> |
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| <p>Health Care Network</p> | <p><u>24 Aug 2012</u> <i>It was noted that the recent transition to a new health care providers network has resulted in a smaller pool of in-network health care providers for GC employees. Question: Who should take action and what action might be taken to affect change and enlarge the pool of in-network providers? One opinion was that the USG Presidents might be the most effective ambassadors for this concern.</i></p> <p><u>28 Sep 2012</u> <i>As Dr. Dorman's service as University President had begun 1 Sep 2012, he had not been present at the 24 Aug 2012 ECUS meeting. The aforementioned concern was rearticulated at this meeting and President Dorman agreed to represent this concern with relevant individuals in consultation with USG staff indicating that he has heard this concern expressed a number of times by faculty and staff in the context of his listening tour. In particular, President Dorman mentioned the July 2012 hire of Marion Fedrick as USG Vice Chancellor for Human Resources, noting that he planned to consult with her on this matter.</i></p> | <p><u>24 Aug 2012</u> <i>There was agreement that this matter should be brought to the attention of President Dorman and revisited at the 7 Sep 2012 ECUS/SCC meeting. This would facilitate the timely steering of this matter to a senate committee in the event that action by the University Senate be deemed necessary or desirable.</i></p> | <p><u>24 Aug 2012</u> <i>Catherine Whelan to add this to 7 Sep 2012 agenda</i></p> <p><u>7 Sep 2012</u> a) <i>Catherine Whelan did add this to the 7 Sep 2012 agenda, however the consideration of this item was postponed to a future meeting.</i> b) <i>Catherine Whelan to ensure this item is added to the agenda of a future ECUS meeting.</i></p> <p><u>28 Sep 2012</u> a) <i>Catherine Whelan did add this item to the 28 Sep 2012 ECUS agenda.</i> b) <i>President Dorman will represent this concern in consultation with USG staff.</i></p> |
| <p>Contingent Faculty Participation in Shared Governance</p> | <p><u>26 Oct 2012:</u> 1. <i>Craig Turner suggested that the topic of contingent faculty participation in shared governance receive consideration by the committee at some future meeting.</i> 2. <i>Before consideration of acceptance of this suggestion, clarification points were sought and offered including:</i> a. Who are the contingent faculty? <i>The</i></p> | | <p><u>26 Oct 2012:</u> 1. <i>Craig Turner to locate, identify, and provide information on the AAUP statements that relate to participation of contingent faculty in shared governance</i></p> |

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| | <p><i>category of contingent faculty is used to refer to all non-tenure track faculty.</i></p> <p><i>b. What is the current participation of the contingent faculty in shared governance? The current eligibility requirements for service as an elected faculty senator are membership in the corps of instruction and at least two years at Georgia College at the start of the term of service. Thus, some of the existing university contingent faculty are eligible to serve as elected faculty senators, specifically those holding appointments as lecturers, senior lecturers and instructors.</i></p> <p><i>c. Is there any external guidance on best practice of such participation? Yes, the American Association of University Professors (AAUP) has statements on contingent faculty participation in shared governance that could inform this deliberation.</i></p> <p><i>3. An observation was made expressing appreciation with both the current and historical level of participation in the university shared governance by those holding the university president and provost positions. In particular, there was appreciation expressed to both Interim Provost Liao-Troth and President Dorman for their participation and commitment to shared governance.</i></p> <p><i>4. There was general agreement to accept the suggestion and to further discuss the topic of contingent faculty participation in shared governance at some future meeting.</i></p> | | <p><i>that might inform this deliberation.</i></p> <p><i>2. Catherine Whelan will ensure that this topic is on the tentative agenda of a future ECUS or ECUS-SCC meeting.</i></p> <p><u><i>30 Nov 2012</i></u> <i>Craig Turner has located, identified and provided information on the AAUP statements that relate to participation of contingent faculty in shared governance to the Executive Committee by email on 18 Nov 2012.</i></p> |
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| <p>Replacement of an Elected Faculty Senator</p> | <p><u>30 Nov 2012:</u> <i>Beauty Bragg is taking a professional leave in the Spring 2013 semester and as a result has resigned her positions as elected faculty senator and voting member of FAPC effective 1 Jan 2013. In this case, the constituency of this elected faculty senator position is the Department of English and Rhetoric and they have elected Alex Blazer to complete the 2010-2013 term of service for the elected faculty senator position as well as to complete the 2012-2013 term of service as a voting member of FAPC.</i></p> | <p><u>30 Nov 2012:</u> <i>Section II.1.B of the University Senate Bylaws requires that vacancies or resignations that occur during a term of service shall be filled for the remainder of that term following the process used in the original election, selection or appointment. This requirement calls for a SCoN motion for consideration by the university senate at its next (18 Jan 2013) meeting detailing the change in memberships made to the committee composition to replace Beauty Bragg.</i></p> | <p><u>30 Nov 2012:</u> <ol style="list-style-type: none"> <i>Catherine Whelan will enter the SCoN motion into the online motion database including the relevant supporting documents.</i> <i>Lyndall Muschell, as Chair of SCoN, will present the motion at the 18 Jan 2013 meeting of the University Senate.</i> </p> |
| <p>Term Limits for Elected Faculty Senator Positions on the University Senate</p> | <p><u>30 Nov 2012:</u> <ol style="list-style-type: none"> <i>For the last several years, there has been an extremely brief recurring conversation within the Subcommittee on Nominations (late in March or early April) on instituting term limits for elected faculty senator positions. This is usually brought up and then it is noted there is not time to consider it as the senate year is nearly at an end. There have been concerns expressed to Catherine Whelan from representatives from five different departments for consideration of term limits. The rationale offered for term limits were either that an existing incumbent continues to be re-elected (or in some cases re-appointed) even though others are interested and willing to serve and some elected faculty senators would like to be able to say something like “I’d be willing to serve again, but there are term limits. All good things must end.”</i> </p> | <p><u>30 Nov 2012:</u> <ol style="list-style-type: none"> <i>Catherine Whelan agreed to draft a statement on term limits for elected faculty senator positions for circulation and review by the Executive Committee and presentation to the University Senate at its 18 Jan 2013 meeting.</i> </p> | <p><u>30 Nov 2012:</u> <ol style="list-style-type: none"> <i>Catherine Whelan will draft a statement on term limits for elected faculty senator positions and circulate this statement to the Executive Committee for review prior to presenting it to the University Senate at its 18 Jan 2013 meeting.</i> </p> |

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| | <p>2. <i>Points of conversation by those present included agreement with the idea of term limits as well as reluctance to impose the term limits at the university level as the democratic process should handle this and there is also advantages to having members with institutional memory of the university and senate serving on the university senate.</i></p> <p>3. <i>A perspective that term limits were part of the election procedure set at the academic unit level was offered. This would suggest that the faculty of an academic unit could apply term limits as part of setting the election procedures for the academic unit. This perspective seemed to resonate with those present.</i></p> | | |
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| Faculty Friday (Social) | <u>30 Nov 2012:</u> <i>An observation was made that there hadn't been another Faculty Friday (reception for all university faculty) since the one sponsored by President Dorman on the Friday before Fall Break. There was general agreement that it would be good to explore the feasibility of having these receptions recur more regularly.</i> | <u>30 Nov 2012:</u> <i>Catherine Whelan agreed to consult President Dorman on the feasibility of sponsoring another faculty reception.</i> | <u>30 Nov 2012:</u> <i>Catherine Whelan will consult with President Dorman on the feasibility of sponsoring another faculty reception.</i> |
| Naming of the Core Curriculum | <u>30 Nov 2012:</u> <i>Catherine Whelan had received a memo from Subcommittee on Core Curriculum (SoCC) Chair John Swinton proposing the formal application of the name CUBE to the Georgia College Core Curriculum (GCCC or G C-cubed). due to the trio of C's. There was concern by SoCC that this name had not been formally approved by university governance.</i> | | <u>30 Nov 2012:</u> <i>Catherine Whelan will invite John Swinton to attend the 7 Dec 2012 meeting of the Executive Committee and Standing Committee Chairs to further discuss the SoCC proposal to name the core.</i> |
| Governance Calendar and Governance Retreat Planning Committee | <u>30 Nov 2012:</u> <i>Catherine Whelan reminded the members of the Executive Committee that ECUS should</i> <ol style="list-style-type: none"> 1. <i>seek volunteers to serve on the Governance Retreat Planning Committee to plan the 2013 governance retreat and</i> 2. <i>begin to prepare a draft the 2013-2014 governance calendar.</i> <u>07 Dec 2012</u> <i>Catherine Whelan sought and received permission from Lyndall Muschell to invite individuals who are interested in serving on the Governance Retreat Planning Committee (for the 2013 Governance Retreat) to contact Lyndall Muschell. Catherine plans to extend an invitation to all university senators at the 18 Jan 2013 University Senate meeting.</i> | | <u>30 Nov 2012:</u> <i>Catherine Whelan will ensure that these topics (governance calendar and governance retreat planning committee) receive consideration by the Executive Committee.</i> <u>07 Dec 2012:</u> <i>Catherine Whelan intends to extend an invitation to serve on the 2012-2013 Governance Retreat Planning Committee to all senators at the 18 Jan 2013 meeting of the University Senate.</i> |

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| VII. New Business Actions/Recommendations | | | |
| University Senate Agenda and Minutes Review | <ol style="list-style-type: none"> 1. <u>Tentative Agenda 18 Jan 2013</u>: Based on the committee reports given earlier in the meeting, there will be four or five motions on the agenda of the 18 Jan 2013 meeting of the University Senate. <ol style="list-style-type: none"> a. FAPC (1): Student Opinion Survey b. CAPC (2): Post-Master’s Family Nurse Practitioner (FNP) Certificate, and Name Change for Kinesiology Minor c. SCoN (1): Alex Blazer completing Beauty Bragg’s 2010-2013 elected faculty senator term and 2012-2013 FAPC term effective 1 Jan 2013. Beauty Bragg will be taking professional leave in Spring 2013. d. RPIPC (up to 1): If the public art policy is finalized, it may be offered as a university policy motion. Committee and administrative reports will also be agenda items. Catherine Whelan announced that Director of Disability Services, Katy Washington, will attend the 15 Feb 2013 meeting of the University Senate, to provide info on professional development for faculty. 2. A draft of the university senate minutes for the 16 Nov 2012 meeting was circulated to the attendees prior to the meeting. The draft minutes were approved as circulated for distribution to the university senators for review. | | <ol style="list-style-type: none"> 1. Catherine Whelan will draft the tentative agenda of the 18 Jan 2013 meeting of the University Senate. 2. Motions to be entered into the online motion database by FAPC, CAPC, and SCoN. 3. Craig Turner will distribute to the university senators the draft university senate minutes (as amended) for the 19 Oct 2012 meeting providing the university senators an opportunity to review these minutes. |

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| <p>Electronic Presence (Website and Electronic Tools) of the University Senate</p> | <p>Conversation Points included:</p> <ul style="list-style-type: none"> a. There are a number of concerns about the current electronic presence including but not limited to the: <ul style="list-style-type: none"> i. dysfunctional agenda tool, ii. glitches in the online motion database, iii. absence of staff support given the recent departure of Jay Lancaster, iv. consideration of moving certain existing pages behind the firewall while leaving a public presence for the university senate, and v. scattered presence among many sites (senate.gcsu.edu, us.gcsu.edu, senator database, minutes.gcsu.edu, etc.) rather than a single unified presence. b. Craig Turner mentioned he had been contacted by Tanya Goette regarding her interest in recoding the online senator database for a class project in a course she will deliver in Spring 2013. c. Bryan Marshall suggested that given the current absence of university staff support, the option of identifying a graduate student with capabilities to “fix” the existing glitches should be explored for feasibility. | <ol style="list-style-type: none"> 1. There was agreement that a subgroup of the leadership (standing committee chairs and Executive Committee members) should meet to come up with a plan rather than the current piecemeal approach. Those expressing interest included Josh Kitchens, Bryan Marshall, and Craig Turner | <ol style="list-style-type: none"> 1. Catherine Whelan will consult with Tanya Goette regarding the recoding of the online senator database. 2. Catherine Whelan will arrange a meeting of interested senate leaders to discuss the electronic presence of the University Senate. |
| <p>Student Health Insurance (Suicide Clause)</p> | <p>Some of the individuals present had been contacted by parents of students expressing concerns about the requirement to pay for attempted suicide care protection with the university if the existing health insurance</p> | <p>Catherine Whelan offered to seek additional information on this matter and provide an update to the ECUS-SCC group.</p> | <p>Catherine Whelan to seek additional information on this matter and provide an update to the ECUS-SCC group.</p> |

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| | coverage of the student did not include a suicide clause (attempted suicide care). None of those present had knowledge of applicable existing policy at either the university or USG level. | | |
| Graduate Assistant of the University Senate | Matthew Williams indicated that his services as graduate student have primarily been to assist Catherine Whelan with ECUS and US meeting preparations and follow-up. He reminded standing committee chairs that he was available to assist and support the work of the standing committees as well. | | |
| VIII. Next Meeting (Tentative Agenda, Calendar) | | | |
| 1. Calendar | 18 Jan 2013 @ 2pm Univ. Senate A&S 2-72 25 Jan 2013 @ 2pm Uni. Senate committees 1 Feb 2012 @ 2pm ECUS/SCC Parks 301 | | |
| 2. Tentative Agenda | Some of the deliberation today generated tentative agenda items for future ECUS and ECUS-SCC meetings. | | Catherine Whelan will ensure that such items are added to agendas of the appropriate ECUS and/or ECUS-SCC meetings. |
| IX. Adjournment | As there was no further business to consider, a motion to adjourn was made and seconded. | The motion to adjourn was approved and the meeting adjourned at 3:18 pm. | |

Distribution:

First; To Committee Membership for Review

Second: Posted to the Minutes Website

Approved by: _____
Committee Chairperson (Including this Approval by chair at committee discretion)

COMMITTEE NAME: EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)

COMMITTEE OFFICERS: CATHERINE WHELAN (CHAIR), LYNDALL MUSCHELL (VICE-CHAIR) CRAIG TURNER (SECRETARY)

ACADEMIC YEAR: 2011-2012

AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:

“P” denotes Present, “A” denotes Absent, “R” denotes Regrets, “N/A” denotes Not Applicable (not on committee)

| Acronyms | EFS = Elected Faculty Senator; CoAS = College of Arts & Sciences, CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences | | | | | | | | |
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| Meeting Dates | 08-24-12 | 09-28-12 | 10-26-12 | 11-30-12 | | | | | |
| Janet Clark <i>EFS; CoAS; ECUS Chair Emeritus</i> | P | P | P | P | | | | | |
| Steve Dorman <i>University President</i> | N/A | P | P | P | | | | | |
| Paul Jones <i>Interim University President</i> | R | N/A | N/A | N/A | | | | | |
| Joshua Kitchens <i>EFS; Library</i> | P | P | P | R | | | | | |
| Matthew Liao-Troth <i>Interim Provost</i> | P | R | P | P | | | | | |
| Deborah MacMillan <i>EFS; CoHS</i> | P | P | P | P | | | | | |
| Lyndall Muschell <i>EFS; CoE; ECUS Vice-Chair</i> | P | P | P | P | | | | | |
| Craig Turner <i>EFS; CoAS; ECUS Secretary</i> | P | P | P | P | | | | | |
| Catherine Whelan <i>EFS; CoB; ECUS Chair</i> | R | P | P | P | | | | | |
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AGGREGATE ATTENDANCE RECORD FOR MEETINGS OF THE EXECUTIVE COMMITTEE AND STANDING COMMITTEE CHAIRS
“P” denotes Present, “A” denotes Absent, “R” denotes Regrets

| Acronyms | EFS = Elected Faculty Senator; CoAS = College of Arts & Sciences, CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences | | | | | | | | |
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| Meeting Dates | 09-07-12 | 10-05-12 | 11-02-12 | 12-07-12 | | | | | |
| Janet Clark <i>EFS; CoAS; ECUS Chair Emeritus</i> | P | R | P | P | | | | | |
| Steve Dorman <i>University President</i> | P | R | P | R | | | | | |
| Joshua Kitchens <i>EFS; Library</i> | P | P | P | P | | | | | |
| Matthew Liao-Troth <i>Interim Provost</i> | P | P | P | R | | | | | |
| Deborah MacMillan <i>EFS; CoHS</i> | P | P | R | P | | | | | |
| Lyndall Muschell <i>EFS; CoE; ECUS Vice-Chair</i> | P | P | P | P | | | | | |
| Craig Turner <i>EFS; CoAS; ECUS Secretary</i> | P | P | P | P | | | | | |
| Catherine Whelan <i>EFS; CoB; ECUS Chair</i> | P | P | P | P | | | | | |
| Bryan Marshall <i>EFS; CoB; APC Chair</i> | R | R | P | P | | | | | |
| Susan Steele <i>EFS; CoHS; CAPC Chair</i> | P | P | R | P | | | | | |
| Leslie Moore <i>EFS; CoHS; FAPC Chair</i> | P | P | P | R | | | | | |
| Maureen Horgan <i>EFS; CoAS, RPIPC Chair</i> | P | P | P | P | | | | | |
| Dianne Chamblee <i>EFS; CoHS, SAPC Chair</i> | P | P | P | P | | | | | |
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 CHAIRPERSON SIGNATURE
 (Including this Approval by chair at committee discretion)

DATE _____