

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

MEETING DATE & TIME: 1 FEB 2013; 2:00 –3:15

MEETING LOCATION: PARKS ADMINISTRATION BUILDING, ROOM 301

ATTENDANCE:

MEMBERS		“P” denotes Present, “A” denotes Absent, “R” denotes Regrets	
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)
P	Matthew Liao-Troth (Interim Provost)	P	Catherine Whelan (CoB, ECUS Chair)
P	Bryan Marshall (CoB, APC Chair)	P	Susan Steele (CoHS, CAPC Chair)
P	Leslie Moore (CoHS, FAPC Chair)	P	Maureen Horgan (CoAS, RPIPC Chair)
R	Dianne Chamblee (CoHS, SAPC Chair)		
GUESTS:			
Amy Pinney (SAPC Vice-Chair)			
Matthew Williams (Graduate Assistant of the 2012-2013 University Senate)			
	<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)}
I. Call to order	The meeting was called to order at 2:00 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 DRAFT 25 Jan 2013 ECUS minutes was made and seconded. These minutes had been circulated via email to the committee for review and there were revisions to the Provost's Report. The minutes had subsequently been posted to the minutes.gcsu.edu site as amended.	The 25 Jan 2013 ECUS minutes were approved as posted to 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	<ol style="list-style-type: none"> 1. <u>Program Prioritization Process</u> <ol style="list-style-type: none"> a. Nominations, including self-nominations, to serve on the prioritization task forces (one for Academic Programs and one for Support Programs) are due today. b. The task force members, once appointed by President Dorman during the next week, will have organizational meetings. The work of the task force will span spring 2013, summer 2013 and fall 2013. Released time or extra compensation may be provided to the task force members. c. The orientation workshops, three in number, facilitated by our external consultant Larry Goldstein, were attended by 170 members of the university community. A recent email message from President Dorman did include a link to a podcast of one of the orientation sessions to provide all members of the university community an opportunity to view (remotely attend) an orientation session. d. The current deadline for completion 		

of the work of these task forces is in time to inform the November 2013 campus budget hearings.

2. **AASCU**

- a. Arlene Jackson, *Director of International Education from the American Association of State Colleges and Universities*, was on campus this week obtaining feedback from the university community on International Education. She makes comparable visits to about a dozen institutions each year.
- b. Her report will inform future efforts in International Education including the search for a successor of Dr. Dwight Call, who is retiring.
- c. The position being vacated by Dwight Call will retain its current standing including the titles *Assistant Vice President for International Education* and *Director of the International Education Center*.
- d. A national open search for this position is moving forward and population of the search committee is in progress.

3. **Faculty Compensation Philosophy**

- a. The development of a faculty compensation philosophy is in progress and will be a precursor to and inform future faculty compensation studies.
- b. Interim Provost Matthew Liao-Troth and HR Director Rod Kelly have been reviewing firms and seeking

	<p>outside assistance in developing this compensation philosophy.</p> <p>c. The necessary expertise to inform this philosophy is not entirely present on campus and has been elusive.</p> <p>d. After reviewing nine firms, they met with another firm this morning. The others present at this meeting were University Senate Presiding Officer Catherine Whelan, Faculty Affairs Policy Committee Chair Leslie Moore, and Executive Assistant to the Vice President of Academic Affairs Neil Jones.</p>		
<p>SAPC (Student Affairs Policy Report) –</p> <p>Amy Pinney for Dianne Chamblee</p>	<ol style="list-style-type: none"> 1. <u>Adderall Abuse</u>: Nursing students are and will be delivering this educational program to student groups throughout this semester. 2. <u>Student Emergency Fund</u> <ol style="list-style-type: none"> a. The Student Government Association is engaged in continuing fund-raising efforts for this fund. b. SAPC continues to strategize on how to get the information regarding the opportunity to contribute to this fund to university employees and other relevant individuals. 3. <u>Student Retention</u> The strategy of asking seniors why they stayed (rather than exclusively asking departing students why they left/are leaving) has been pursued. One common theme has been the faculty to student ratio. Students consistently indicate that they liked the small faculty to student ratio and did not want to transfer away and 		

	<p>risk not having the same level of attention at their next institution. While not a surprising reason, it was heartening to see student confirmation.</p> <p>4. <u>Military Student Support</u> SAPC feels that treating the military students as a cohort (like the entering freshman class) may be the most effective approach to provide support for this group of students. Bryan Marshall, faculty advisor of the associated registered student organization, indicated that he has not yet received responses to an email he sent out requesting feedback from the military students directly on what type of support they desire.</p> <p>5. <u>Availability of Textbooks</u> SAPC has completed its consideration of this item.</p>		
<p>APC (Academic Policy Committee) Report –</p> <p>Bryan Marshall</p>	<p>1. <u>Credit Hour Definition</u> APC will be presenting a motion on the definition of a credit hour to the University Senate for its consideration. This proposal includes consideration of the procedures by which courses delivered at a distance (on-line) will be reviewed. Others present at the meeting indicated that these procedures are still in flux (at present some changing almost daily). A need to ensure that the associated procedures (if any) included in the supporting documents reflect the most current version of the procedures.</p> <p>2. <u>Midterm Grades</u> APC thought that this proposal (to augment the unsatisfactory midterm grade with a reason to facilitate more effective intervention) was a great idea although there were suggestions on relabeling the reasons associated with</p>		

	<p>the assignment of the unsatisfactory “U” midterm grade. As APC viewed this as academic procedure, no formal vote had been documented. Interim Provost Matthew Liao-Troth and Bryan Marshall will exchange information to ensure that the relevant conversation points are addressed.</p> <p>3. <u>Summer Academic Calendar</u> This proposal on the summer academic calendar (to make the maymester, summer I, and summer II all the same length along with a twelve week full summer session) received more pushback from the committee. Of specific concern, was the loss of the current eight-week session and the inclusion of holidays within a session. Interim Provost Matthew Liao-Troth requested that Bryan Marshall email a the committee concerns to inform a continued dialogue on the proposal.</p>		
<p>CAPC (Curriculum and Assessment Policy Committee) Report – Susan Steele</p>	<p>1. <u>MAT Early Childhood</u></p> <p>a. This proposal was considered at the most recent CAPC meeting and CAPC deliberation stalled with no vote as committee members felt they did not have the most recent version of the documentation. Since the CAPC meeting an email discussion and vote has been in progress and the results of that vote were not yet available. Contingent on the outcome of this vote, CAPC may present this curriculum proposal as a motion for University Senate consideration at its 15 Feb 2013 meeting.</p> <p>b. Presiding Officer Catherine Whelan</p>		

	<p>and Interim Provost Matthew Liao-Troth will exchange information with CAPC Chair Susan Steele to ensure that the most current supporting documentation is available to CAPC.</p> <p>2. <u>Value of the CORE Curriculum</u></p> <p>a. While the university core curriculum was designed to be unique and innovative, this perception is not prominent among students. CAPC discussed this and would like to see us strive to make the core more highly valued by our students. Concerns regarding the core included the perception that too many of the core offerings are delivered by adjuncts rather than full-time faculty, students don't like the courses, and the recollection of the core committee being discouraged from using feasibility to implement with current resources more substantively when reviewing the core.</p> <p>b. There was mention of a faculty forum that was scheduled for 3:30 today to consider strategies on how to get the core curriculum more highly valued by students and faculty. None of the attendees had seen the advertisement for this forum and that was a concern. Catherine Whelan indicated her intent to attend the forum.</p>		
<p>FAPC (Faculty Affairs Policy Committee) Report – Catherine Whelan (for Leslie Moore)</p>	<p>1. <u>Post-Tenure Review (Post-TR)</u></p> <p>a. The FAPC efforts on reviewing the language in the PPPM on Post-Tenure Review have been revived.</p> <p>b. FAPC authorized a Post-TR work group consisting of Ken Farr, Mike</p>		

	<p>Rose and Craig Turner to coordinate with Associate Provost Tom Ormond and consider completing the draft revisions to the PPPM language that have been in preparation over the last two academic years.</p> <p>c. Mike Rose reported at the 25 Jan 2013 FAPC meeting that the work was 90% done and that it likely would be completed by the Feb FAPC meeting.</p> <p>d. Leslie invited Craig Turner (who was present at this meeting) to provide additional information regarding the activity of the Post-TR work group. Craig indicated that the work group had met with Tom Ormond, and presently anticipates having a final draft available for FAPC to consider at its Feb 2013 meeting unless unforeseen complications arise.</p> <p>2. Steering Items for Consideration</p> <p>a. <u>Sick Leave:</u></p> <p>i. <u>Question:</u> If an employee uses all her/his sick leave, is it possible for the employee to purchase more sick leave?</p> <p>ii. <u>Answer:</u> The Shared Leave Policy that will be proposed by RPIPC is a mechanism for addressing this.</p> <p>b. <u>FMLA</u></p> <p>i. There was a concern regarding the Family and Medical Leave Act (FMLA) received by FAPC at its most recent meeting. <i>See the minutes of the 25 Jan 2013 FAPC meeting for deliberation details.</i></p> <p>ii. Interim Provost Matthew Liao-</p>		
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	<p>Troth indicated that this had been discussed with Deans who should be able to assist department chairs in clarifying faculty concerns on this matter.</p> <p>iii. A brief discussion ensued at this meeting including the perspective that opportunities for education on the FMLA should be offered to both faculty and administration.</p>		
<p>RPIPC (Resources, Planning, and Institutional Policy) Report-</p> <p>Maureen Horgan</p>	<p><u>Dec 7, 2012</u></p> <p>1. <u>Shared Leave:</u> <i>On this topic,</i></p> <p>a. <i>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.</i></p> <p>b. <i>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.</i></p> <p>c. <i>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.</i></p> <p>2. <u>Public Art Policy:</u> <i>On this topic,</i></p> <p>a. <i>Many drafts have been circulated among RPIPC, Art Chair Bill Fisher, University Architect Michael Rickenbacker, and Interim Provost</i></p>	<p><u>Dec 7, 2012</u></p> <p><u>Public Art Policy:</u> <i>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.</i></p>	<p><u>Dec 7, 2012</u></p> <p>1. <i>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.</i></p> <p>2. <i>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 final draft can be distributed to relevant university</i></p>

	<p><i>Matthew Liao-Troth.</i></p> <p>b. <i>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.</i></p> <p>3. <u>Smoking Policy Enforcement:</u> <i>On this,</i></p> <p>a. <i>The most recent recommendations from the RPIPC task force led by Kirk Armstrong have centered on education and applying peer pressure.</i></p> <p>b. <i>A copy of the specific task force recommendations was circulated by Maureen Horgan to all in attendance.</i></p> <p>c. <i>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.</i></p> <p><u>01 Feb 2013</u></p> <p>1. <u>January RPIPC Meeting</u> RPIPC met on 25 Jan 2013 from 2:00pm to 3:20pm in Health Sciences Building 2-11.</p> <p>2. <u>Public Art Policy</u> A motion is being brought forward on the proposed Policy on Public Art. Changes made since the last document circulated to ECUS were:</p>		<p><i>personnel.</i></p> <p>3. <i>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.</i></p> <p><u>01 Feb 2013</u></p> <p>1. Maureen Horgan and Catherine Whelan did meet and consult with relevant university personnel to finalize the draft of the public art policy as well as the procedural recommendations that will accompany the proposed policy.</p> <p>2. Maureen Horgan did consult with Kirk Armstrong to finalize the recommendations of the RPIPC smoking enforcement task force</p> <p>3. Maureen Horgan will submit the final draft to Catherine Whelan, so that the final draft can be distributed to relevant university personnel.</p> <p>4. Maureen Horgan will</p>
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	<ul style="list-style-type: none"> a. The formatting changes suggested by Catherine Whelan were incorporated, including adding a <i>Guidelines</i> section for items that were not appropriate under the <i>Procedures</i> section. b. An Art Department representative or designee was added to the committee named under the <i>Procedures</i> section. c. The authority to nominate faculty and staff representatives from University Senate was changed from ECUS (Executive Committee) to SCoN (Subcommittee on Nominations). d. The number of representatives named by SCoN was changed from “three” to “at least two.” e. Revisions were made to the <i>Contact</i> section to reflect the input of all contributors and to give required contact information. <p>3. <u>Shared Leave Policy</u> A motion is being brought forward on a proposed Policy on Shared Leave. Rod Kelly, Human Resources Director, wrote the final version with feedback from a staff member of the Board of Regents to ensure that we were in compliance with BoR policy. Important points about the proposed policy include:</p> <ul style="list-style-type: none"> a. The program will be voluntary, and will bring us into compliance with BoR policy. b. Enrollment will be during the normal open enrollment period, except for the initial enrollment notice, or if/when an appeal is made to the Georgia College community at large if the pool is sufficiently depleted 		<p>submit the need for the identification of a website contact for the Smoking Policy to Catherine Whelan, so that Catherine Whelan can attempt to bring this need to the attention of appropriate university personnel.</p>
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	<p>(fewer than 120 hours in the pool).</p> <p>c. Provisions have been made for eligibility, application process, and appeal.</p> <p>d. A committee is named to review applications.</p> <p>e. The program will be reviewed at the end of 2013 to see if changes should be made.</p> <p>4. <u>Smoking Policy Enforcement</u> The recommendations from the Smoking Policy Enforcement Task Force include naming a set of suggested activities and a committee to carry them out. Given that we (RPIPC) were asked to name a suggested implementor, we named the Provost.</p>		
<p>SCoN (Subcommittee on Nominations)</p> <p>Lyndall Muschell</p>	<p>1. <u>Committee Composition Changes</u> The latest revisions to committee membership will be formalized as a SCoN motion at the 15 Feb 2013 meeting of the University Senate for the following staff positions.</p> <p>a. Carol Ward has been named by Staff Council to complete Greg Mahan's one-year terms of service as a selected staff senator and RPIPC member.</p> <p>b. Anita Ward has been named by Staff Council to complete Jessica Rehling's one-year term of service as the staff council appointee to RPIPC.</p> <p>2. <u>At-large Election Procedure</u> A draft of the at-large election procedure had been circulated with the meeting agenda. This draft was endorsed by all with no further discussion.</p>		

	<p>3. <u>Elected Faculty Senator Term Limits</u> Last week at its 25 Jan 2013 meeting, ECUS reviewed and finalized a statement on term limits for elected faculty senator positions. This statement was circulated by email with the agenda and is an optional practice for each elected faculty senator and determined by the appropriate academic unit as part of the election procedure. This position was received favorably by the meeting attendees.</p> <p>4. <u>Slate for 2013-2014 US Committees</u></p> <p>a. Elected Faculty Senators who will serve on the 2013-2014 University Senate will be provided an opportunity to express preferences on their committee service for 2013-14.</p> <p>b. Corps of Instruction faculty will similarly be provided an opportunity to express preferences and volunteer to serve on committees for the 2013-14 academic year.</p> <p>c. Meetings of the Subcommittee on Nominations will be scheduled using the Doodle meeting tool. Please reply to the scheduling email to indicate your availability.</p>		
<p>ECUS (Executive Committee of the University Senate)</p> <p>Catherine Whelan</p>	<p>1. <u>Committee Annual Report</u></p> <p>a. <u>Template:</u> The latest draft of the template for use in the committee annual report had been circulated by email with the agenda. This template was displayed on the big screen and briefly discussed.</p> <p>b. <u>Due Date:</u> Noting that the last meeting of standing committees is</p>		

	<p>22 Mar 2013, the last meeting of the 2012-2013 University Senate is 19 Apr 2013, and the organizational meeting of 2013-2014 committees is 26 April 2013, a due date of Wed 24 Apr 2013 for committee annual reports was proposed. This date was endorsed and formally adopted by the meeting attendees.</p> <p>2. <u>Vehicle Management and Replacement Plan</u>: This institutional plan, sent to me by Paul Jones, was developed in order for Georgia College to manage its vehicle fleet and, more importantly, to be in compliance with state policy. Dr. Jones indicated that the plan is effective immediately and we will begin to educate the key stakeholders through orientation about this new effort.</p> <p>3. <u>2013 Governance Retreat</u>: The planning committee met from 1pm to 2pm today and started the initial groundwork for the 2013 governance retreat. President Dorman offered fiscal support of an overnight retreat and invited the committee to submit a budget proposal including the site and associated costs for transportation, food, and lodging. The committee identified two possible sites and these sites are being explored for feasibility with respect to cost. More information on the retreat will be forthcoming as it is available.</p>		
<p>V. Information Items Actions/Recommendations</p>			
	<p>There were no information items on the agenda of the 01 Feb 2013 ECUS-SCC</p>		

	meeting.		
VI. Unfinished Business Review of Action & Recommendations, Provide updates (if any) to Follow-up			
Broadcasting University Senate Meetings	<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</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.</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><i>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 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><i>Among the details might be remote participation, microphone logistics, and the automatic archiving that was observed in the use of the Collaborate tool</i></p> <p><u>30 Nov 2012</u> 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><u>26 Oct 2012</u> 1. <i>Catherine Whelan did consult with university television personnel to inform deliberation.</i> 2. <i>Josh Kitchens did consult with IDEAS personnel to inform this deliberation.</i> 3. <i>Catherine Whelan did place this topic on the tentative agenda of the 26 Oct 2012 ECUS meeting.</i> 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> 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> 1. <i>Catherine Whelan did place this item on the agenda of the 02 Nov 2012 ECUS-SCC meeting and also on</i></p>
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	<p><u>30 Nov 2012</u> <i>Conversation points included:</i></p> <ol style="list-style-type: none"> 1. <i>Consultations with faculty colleagues at college meetings by some members of the 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> 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> 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> 4. <i>There was a suggestion to consider audio only broadcasting versus audio and video broadcasting.</i> 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><u>25 Jan 2013</u></p> <ol style="list-style-type: none"> 1. <i>The paperwork requesting the recording</i> 		<p><i>the agenda of the 30 Nov 2012 ECUS meeting.</i></p> <ol style="list-style-type: none"> 2. <i>Catherine Whelan will consult with appropriate University Television personnel to inform the ongoing deliberation on broadcasting senate meetings.</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>07 Dec 2012</u></p> <ol style="list-style-type: none"> 1. <i>Catherine Whelan did include this item in the ECUS report at the 07 Dec 2012 ECUS-SCC meeting.</i> <p><u>25 Jan 2013</u></p> <ol style="list-style-type: none"> 1. <i>Catherine Whelan did include this item in the ECUS report provided to 07 Dec 2012 ECUS-SCC meeting attendees. In addition, she included this item in the ECUS report to 18 Jan 2013 University Senate meeting attendees.</i>
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	<p><i>and broadcasting of the remaining three meetings of the 2012-2013 University Senate (15 Feb 2013, 15 Mar 2013, 19 April 2013) has been filed and its implementation is contingent on the approval of University Communications. This approval, while not yet secured, is anticipated to be forthcoming.</i></p> <ol style="list-style-type: none"> <i>2. Mass Communications interns are the typical individuals who record events and meetings.</i> <i>3. The recordings will be provided as a delayed broadcast (or podcast) and the environment in which these recordings will be supplied allows us to obtain a count of the number of viewings. This count will certainly be instructive when the recommendation for the possible continuance of this practice (recording meetings) at the conclusion of the trial period (aforementioned three meetings) is considered.</i> 		
<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> <ol style="list-style-type: none"> <i>1. Catherine Whelan indicated that she had recently met with Dr. Mike Digby to discuss the next steps on the PPPM.</i> <i>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</i> </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> <p><u>26 Oct 2012</u> <i>Catherine Whelan will inform Mike Digby of PPPM Motion (26 Oct 2012) authorizing him to implement their jointly proposed next steps on the PPPM.</i></p>

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:

- a. **Restructuring**: 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. **Reformatting Policy Statements**: 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).
- c. **Identifying / Resolving Conflicts**: 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.

d. **Authorizing Procedure / Practice:**

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.

4. **PPPM Motion (26 Oct 2012):** *A motion To acknowledge the excellent work on the PPPM by Dr. Mike Digby and authorize him to take the proposed next steps, to*
- a. *modify section titles to support better indexing and facilitate the search/find function of the PPPM*
 - b. *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 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),*
 - c. *identify and collate conflicting versions of policies and refer these to ECUS for steering to the appropriate individual or policy committee for*

	<p><i>review and conflict resolution. and</i></p> <p>d. <i>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> <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 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>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"> 1. <i>President Dorman to provide updates on the possible use and feasibility of VOIP.</i> 2. <i>Catherine Whelan will gather information to inform deliberation.</i> 3. <i>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 2012</u></p> <ol style="list-style-type: none"> 1. <i>President Dorman to provide updates on the possible use and feasibility of VOIP.</i>

	<p><u>05 Oct 2012</u> 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.</p>		<p>2. Catherine Whelan will gather information to inform deliberation.</p> <p>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.</p>
<p>Faculty Development opportunities to assist faculty in working with Students with Disabilities</p>	<p><u>28 Sep 2012</u> 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.</p> <p><u>05 Oct 2012</u> 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.</p> <p><u>26 Oct 2012</u> Catherine Whelan indicated that she has 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.</p> <p><u>02 Nov 2012</u> Catherine Whelan is scheduled to meet with Katy Washington, Director of Disability</p>	<p><u>28 Sep 2012</u> There was general agreement to seek additional information on this matter including existing best practices.</p>	<p><u>28 Sep 2012</u></p> <p>1. Catherine Whelan will gather information to inform deliberation.</p> <p>2. Catherine Whelan will ensure that this topic is on the tentative agenda of a future ECUS or ECUS-SCC meeting</p> <p><u>05 Oct and 26 Oct 2012</u></p> <p>1. Catherine Whelan will gather information to inform deliberation.</p> <p>2. Catherine Whelan will ensure that this topic is on the tentative agenda of a future ECUS or ECUS-SCC meeting.</p> <p><u>30 Nov 2012</u> Catherine Whelan did place this item on the agenda of the 02 Nov 2012 ECUS-SCC meeting and</p>

	<p><i>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>also on the agenda of the 30 Nov 2012 ECUS 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>

	<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>Term Limits for Elected Faculty Senator Positions on the University Senate</p>	<p><u>30 Nov 2012:</u></p> <ol style="list-style-type: none"> 1. <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> 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> 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</i> 	<p><u>30 Nov 2012:</u></p> <ol style="list-style-type: none"> 1. <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><u>30 Nov 2012:</u></p> <ol style="list-style-type: none"> 1. <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><u>25 Jan 2013</u></p> <ol style="list-style-type: none"> 1. <i>Catherine Whelan did draft a statement on term limits for elected faculty senator positions and circulated this statement to ECUS for review at its 25 Jan 2013 meeting.</i> 2. <i>Catherine Whelan will present this term limit statement, as amended, to the membership of the University Senate at its 15 Feb 2013 meeting.</i>
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seemed to resonate with those present.

25 Jan 2013

1. *Catherine Whelan drafted and circulated with the agenda for this meeting a draft term limit statement.*
2. *The statement provides “units” with elected faculty senator positions the opportunity to include, at their discretion, term limits as part of their elected faculty senator election process.*
3. *The draft term limit document was adopted unanimously with three editorial amendments:*
 - a. *In sentence one of paragraph two, replace “elected faculty senators” with “elected faculty senator positions” as term limits are connected to the position and not the individual holding the position.*
 - b. *In sentence two of example one, replace the word “they” with a singular form such as “she/he.” The particular replacement was left to the discretion of Catherine Whelan.*
 - c. *In note c, replace the word “end” with the word “beginning” as the term of service of an elected faculty senator commences with the call to order of the organizational meeting not its adjournment.*
4. *The committee agreed that Catherine Whelan should present this draft to the University Senate at its 15 Feb 2013 meeting as an item of the ECUS report.*

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>

	<p><u>25 Jan 2013:</u></p> <p>1. Governance Retreat Planning Committee:(GRPC)</p> <p>a. <i>Lyndall Muschell has agreed to serve as the point person for the planning of the 2013 governance retreat. Lyndall indicated that Deborah MacMillan and Craig Turner have volunteered to serve on the planning committee.</i></p> <p>b. <i>Both Jan Clark and Catherine Whelan volunteered to assist in the planning of the retreat as well.</i></p> <p>c. <i>Catherine Whelan indicated that she had consulted with President Dorman and he agreed to fund an off-campus governance retreat contingent on receiving a brief (one-page) written proposal from the planning committee that detailed anticipated costs and proposed a retreat site.</i></p> <p>d. <i>Rather than having Catherine Whelan extend the invitation to serve on the 2012-2013 Governance Retreat Planning Committee orally at a meeting of the University Senate, Lyndall Muschell will send an email invitation to the membership of the University Senate to extend this invitation.</i></p> <p>e. <i>Historically, the staff in the office of the university president (Monica Starley, Kathy Waers, Ashton Dreyer) have been tremendously helpful with preparations for the governance retreat It is anticipated that they will be again called on for assistance throughout the planning process.</i></p>		<p><u>25 Jan 2013:</u></p> <p>1. <i>Lyndall Muschell will send an email to the University Senate to invite its members to volunteer to serve on the 2012-2013 GRPC.</i></p> <p>2. <i>Catherine Whelan will continue to prepare a draft the 2013-2014 Governance Calendar for review by the members of ECUS.</i></p> <p>3. <i>Catherine Whelan to ensure that continued deliberation of the Governance Calendar is added as an agenda item for a future ECUS meeting.</i></p>
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2. 2013-2014 Governance Calendar

- a. *Catherine Whelan agreed to serve as point for the development of the 2013-2014 Governance Calendar.*
- b. *This is an ECUS function with a deadline of 1 April 2013.*
- c. *Catherine Whelan indicated she had begun to consider this calendar already and had some talking points for reflection by the membership and consideration at a future meeting. These included the following.*
 - i. *President Dorman had asked Catherine Whelan to extend an invitation to the members of ECUS to propose a date or dates for Presidential University Convocations including the State of the University address for the 2013-2014 academic year. It was understood that the selection of these date(s) would ultimately be made by President Dorman.*
 - ii. *A proposal that the ECUS/SCC meeting immediately follow the US Committee meetings and be scheduled on the same Friday of the month rather than have these meetings scheduled a week apart as in 2012-2013.*
 - iii. *A proposal that there be eight meetings in the academic year designated as college meetings and that the colleges individually determine how these meetings are allocated to department, college, or college committee meetings rather than have three*

	<p><i>meetings a month (department, college, college committee) as in 2012-2013.</i></p> <p><i>iv. A proposal that the professional development blocks on the 2012-2013 governance calendar be designated as “open” on the 2013-2014 governance calendar with the understanding that professional development could be scheduled in a meeting block designated as “open” on the governance calendar.</i></p>		
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<p>Electronic Presence (Website and Electronic Tools) of the University Senate</p>	<p><u>07 Dec 2012:</u> <i>Conversation Points included:</i></p> <ol style="list-style-type: none"> a. <i>There are a number of concerns about the current electronic presence including but not limited to the:</i> <ol style="list-style-type: none"> i. <i>dysfunctional agenda tool,</i> ii. <i>glitches in the online motion database,</i> iii. <i>absence of staff support given the recent departure of Jay Lancaster,</i> iv. <i>consideration of moving certain existing pages behind the firewall while leaving a public presence for the university senate, and</i> v. <i>scattered presence among many sites (senate.gcsu.edu, us.gcsu.edu, senator database, minutes.gcsu.edu, etc.) rather than a single unified presence.</i> b. <i>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.</i> c. <i>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.</i> <p><u>25 Jan 2013:</u> 1. <i>Catherine Whelan agreed to schedule a</i></p>	<p><u>07 Dec 2012:</u> 1. <i>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</i></p>	<p><u>07 Dec 2012:</u> 1. <i>Catherine Whelan will consult with Tanya Goette regarding the recoding of the online senator database.</i></p> <p>2. <i>Catherine Whelan will arrange a meeting of interested senate leaders to discuss the electronic presence of the University Senate.</i></p> <p><u>25 Jan 2013:</u> 1. <i>Catherine Whelan will continue to follow-up on the items listed above under the date of 07 Dec 2012.</i></p> <p>2. <i>Catherine Whelan will schedule a meeting to discuss the electronic presence of the University Senate. The invitees for this meeting will include, but not necessarily be limited to, Bryan Marshall, Josh Kitchens, and Craig Turner.</i></p>
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	<i>meeting to discuss the electronic presence of the University Senate. The invitees for this meeting will include, but not necessarily be limited to, Bryan Marshall, Josh Kitchens, and Craig Turner.</i>		
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Student Health Insurance (Suicide Clause)	<u>07 Dec 2012:</u> <i>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 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.</i>	<u>07 Dec 2012:</u> <i>Catherine Whelan offered to seek additional information on this matter and provide an update to the ECUS-SCC group.</i>	<u>07 Dec 2012:</u> <i>Catherine Whelan to seek additional information on this matter and provide an update to the ECUS-SCC group.</i>
Upcoming Elections and Selections for the 2013-2014 University Senate and its committees	<u>25 Jan 2013</u> <ol style="list-style-type: none"> 1. <i>Catherine Whelan has been in contact with Toi Franks regarding the selection of four selected staff senators to serve on the 2013-2014 University Senate.</i> 2. <i>Once determined in March 2013, the President of the 2013-2014 SGA will be consulted regarding the selection of two selected student senators to serve on the 2013-2014 University Senate.</i> 3. <i>The appropriate chief officers will be contacted and each will be requested to name their respective chief officer designees for service on the 2013-2014 standing committees (APC, CAPC, FAPC, RPIPC, and SAPC).</i> 4. <i>Catherine Whelan will consult with President Dorman regarding the naming of Presidential Appointees for the 2013-2014 standing committees (APC, CAPC, FAPC, RPIPC, and SAPC) and will provide President Dorman information about how his predecessor named these appointees.</i> 5. <i>Catherine Whelan reminded the committee that the deadline for the results of elected faculty senator</i> 		<u>25 Jan 2013</u> <ol style="list-style-type: none"> 1. <i>Catherine Whelan will facilitate the naming of individuals for service on the 2013-2014 University Senate and its committees. These include all the positions mentioned in items 1, 2, 3, and 4 in the Discussions/ Conclusions column for this topic.</i> 2. <i>Lyndall Muschell will serve as facilitator of the at-large election for the naming of a successor to the elected faculty senator position presently held by Kirk Armstrong.</i> 3. <i>Lyndall Muschell and Catherine Whelan will draft an at-large election process for ECUS review.</i>

	<p><i>elections in academic units (colleges, library) is 1 Feb 2013. Catherine indicated that she has already received these results from the CoB and the CoHS.</i></p> <p>6. <u>At-large Election</u></p> <ul style="list-style-type: none"> a. <i>At-large University Senator, Kirk Armstrong, has a 2010-2013 term of service and a successor for this elected faculty position is needed.</i> b. <i>The University Senate bylaws charge ECUS to conduct the at-large election.</i> c. <i>Lyndall Muschell agreed to take point on the implementation of the at-large election.</i> d. <i>The deadline for completing the at-large election given in the University Senate bylaws is March 1.</i> e. <i>Lyndall Muschell and Catherine Whelan agreed to draft a written election process for this at-large election. This process identifies the timeline for a nominations, election, and results announcement.</i> f. <i>There was general agreement to use an on-line/electronic ballot to implement the at-large election.</i> 		<p><u>01 Feb 2013</u></p> <p>1. Lyndall Muschell and Catherine Whelan did draft an at-large election process for ECUS review</p>
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<p>Time Change for the 1 Feb 2013 ECUS/SCC meeting.</p>	<p><u>25 Jan 2013</u> <i>Catherine Whelan indicated the 1 Feb 2013 entry on the 2012-2013 governance calendar was 2:00 Convocation and 3:30 ECUS/SCC. As President Dorman had rescheduled the Convocation to 11 Jan 2013, Catherine proposed that the ECUS/SCC meeting be shifted from 3:30 to 2:00. This proposal was unanimously endorsed.</i></p>		<p><u>25 Jan 2013</u> <i>Catherine Whelan to let the standing committee chairs know of the time change from 3:30 to 2:00 for the 1 Feb 2013 ECUS/SCC meeting.</i></p> <p><u>01 Feb 2013</u> <i>Catherine Whelan did let the standing committee chairs know of the time change from 3:30 to 2:00 for the 1 Feb 2013 ECUS/SCC meeting w</i></p>
<p>Recognitions (Certificates)</p>	<p><u>25 Jan 2013</u></p> <ol style="list-style-type: none"> 1. <i>Catherine Whelan reminded the members of the committee of the recognition, with a certificate, to extended appreciation to</i> <ol style="list-style-type: none"> a. <i>University Senators who are completing their term of service</i> b. <i>Committee Members (other than University Senators) who served on the standing committees</i> c. <i>Committee Officers</i> d. <i>Members of ECUS</i> 2. <i>Catherine Whelan sought guidance on the following details.</i> <ol style="list-style-type: none"> a. <i><u>Question:</u> Is there a mechanism for generating a list of individuals to receive certificates of recognition? <u>Answer:</u> The online senator database generates a recognitions list. This report is generated by using the last entry under the Search menu.</i> b. <i><u>Question:</u> Who on campus has the card stock and format for these certificates?</i> 		<p><u>25 Jan 2013</u></p> <ol style="list-style-type: none"> 1. <i>Catherine Whelan and Matthew Williams to prepare certificates of recognition of</i> <ol style="list-style-type: none"> a. <i>University Senators who are completing their term of service</i> b. <i>Committee Members (other than University Senators) who served on the standing committees</i> c. <i>Committee Officers</i> d. <i>Members of ECUS</i>

	<p><i>Answer: The staff members in the office of the university president are typically the ones to assist with this.</i></p> <p>c. <i>Question: How were these certificates prepared last year?</i></p> <p><i>Answer: Presiding Officer Jan Clark delegated the preparation of these certificates to the graduate assistant Matt Rogers, and he coordinated with the staff in the office of the president.</i></p> <p>3. <i>Catherine Whelan indicated that she and Matthew Williams (graduate assistant) will begin to prepare the certificates for distribution.</i></p>		
VII. New Buisness Actions/Recommendations			
University Senate Agenda and Minutes Review	<p>1. Tentative Agenda 15 Feb 2013: Based on the committee reports at this meeting, there will be up to five motions on the agenda of the 15 Feb 2013 meeting of the University Senate.</p> <p>a. APC (1): Credit Hour Definition.</p> <p>b. CAPC (up to 1): MAT in Early Childhood Education may be added as a motion contingent on the results of an ongoing email discussion and vote.</p> <p>c. SCoN (1): Replacements to</p> <p>i. Carol Ward has been named by Staff Council to complete Greg Mahan’s one-year terms of service as a selected staff senator and RPIPC member.</p> <p>ii. Anita Ward has been named by Staff Council to complete Jessica Rehling’s one-year term of service as the staff council appointee to RPIPC.</p>		<p>1. Catherine Whelan will draft the tentative agenda of the 15 Feb 2013 meeting of the University Senate.</p> <p>2. Motions to be entered into the online motion database by APC, CAPC (possibly), RPIPC and SCoN.</p> <p>3. Craig Turner will distribute to the university senators the <i>draft university senate minutes for the 18 Jan 2013 meeting</i> providing the university senators an opportunity to review these minutes.</p>

	<p>d. RPIPC (2): Public Art Policy and Shared Leave Policy. Committee and administrative reports will also be agenda items. Catherine Whelan had previously announced that Director of Disability Services, Katy Washington, will attend the 15 Feb 2013 meeting of the University Senate, to provide information on professional development for faculty.</p> <p>2. <u>Minutes 18 Jan 2013 Circulation:</u> A draft of the university senate minutes for the 18 Jan 2013 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.</p>		
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<p>USG Task Force on BoR Policy Review</p>	<ol style="list-style-type: none"> 1. Catherine Whelan asked Craig Turner to brief the attendees on this item. 2. Craig Turner circulated a hard copy of an email conversation noting the following. <ol style="list-style-type: none"> a. Chancellor Huckaby has announced that the BoR Policy Manual will be reviewed as some of its policies are over four decades old. b. A USG task force has been named to facilitate this review. A number of campus individuals have received requests from members of the task force requesting the identification of USG and BoR policy that should be reviewed, with particular interest in the identification of such policies that may serve as hindrances to student progression and timely graduation of students. c. Among these requests was one sent by Timothy Brown, who is a faculty representative on the aforementioned USG task force, to the USG Faculty Council listserv. Craig forwarded this request to ECUS as a point of information. President Dorman is proposing that this review extend to institutional policy as well as BoR/USG policy and asked Craig for suggestions regarding the role of the University Senate in this review. Among Craig's suggestions was the steering of this item to SAPC (Student Affairs Policy Committee) for consideration noting that SAPC had student, staff, faculty and administrative perspectives among its membership. This was a summary 	<ol style="list-style-type: none"> 1. All those present concurred with the recommendation, formally endorsing the steering of this item to SAPC for consideration. 	<ol style="list-style-type: none"> 1. Catherine Whelan will provide the necessary contextual information to the appropriate officers of SAPC to facilitate its consideration of this matter.
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	of the email conversation that was circulated.		
VIII. Next Meeting (Tentative Agenda, Calendar)			
1. Calendar	15 Feb 2013 @ 2pm Univ. Senate A&S 2-72 22 Feb 2013 @ 2pm Uni. Senate committees 1 Mar 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									
	Meeting Dates	08-24-12	09-28-12	10-26-12	11-30-12	01-25-13				
Janet Clark <i>EFS; CoAS; ECUS Chair Emeritus</i>	P	P	P	P	P					
Steve Dorman <i>University President</i>	N/A	P	P	P	R					
Paul Jones <i>Interim University President</i>	R	N/A	N/A	N/A	N/A					
Joshua Kitchens <i>EFS; Library</i>	P	P	P	R	P					
Matthew Liao-Troth <i>Interim Provost</i>	P	R	P	P	P					
Deborah MacMillan <i>EFS; CoHS</i>	P	P	P	P	P					
Lyndall Muschell <i>EFS; CoE; ECUS Vice-Chair</i>	P	P	P	P	P					
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P	P	P	P	P					
Catherine Whelan <i>EFS; CoB; ECUS Chair</i>	R	P	P	P	P					

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								
Meeting Dates	09-07-12	10-05-12	11-02-12	12-07-12	02-01-13				
Janet Clark <i>EFS; CoAS; ECUS Chair Emeritus</i>	P	R	P	P	P				
Steve Dorman <i>University President</i>	P	R	P	R	R				
Joshua Kitchens <i>EFS; Library</i>	P	P	P	P	P				
Matthew Liao-Troth <i>Interim Provost</i>	P	P	P	R	P				
Deborah MacMillan <i>EFS; CoHS</i>	P	P	R	P	P				
Lyndall Muschell <i>EFS; CoE; ECUS Vice-Chair</i>	P	P	P	P	P				
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P	P	P	P	P				
Catherine Whelan <i>EFS; CoB; ECUS Chair</i>	P	P	P	P	P				
Bryan Marshall <i>EFS; CoB; APC Chair</i>	R	R	P	P	P				
Susan Steele <i>EFS; CoHS; CAPC Chair</i>	P	P	R	P	P				
Leslie Moore <i>EFS; CoHS; FAPC Chair</i>	P	P	P	R	P				
Maureen Horgan <i>EFS; CoAS, RPIPC Chair</i>	P	P	P	P	P				
Dianne Chamblee <i>EFS; CoHS, SAPC Chair</i>	P	P	P	P	R				

 CHAIRPERSON SIGNATURE
 (Including this Approval by chair at committee discretion)

DATE _____