

COMMITTEE NAME: EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS) WITH STANDING COMMITTEE CHAIRS

MEETING DATE & TIME: 23 AUG 2013; 3:30 –4:45

MEETING LOCATION: 301 PARKS ADMINISTRATION BUILDING

ATTENDANCE:

MEMBERS		“P” denotes Present, “A” denotes Absent, “R” denotes Regrets	
P	Alex Blazer (CoAS, FAPC Chair)	P	Cara Meade (CoE, CAPC Chair)
R	Kelli Brown (Provost)	P	Dee Sams (CoB, SAPC Chair)
R	Steve Dorman (University President)	P	Susan Steele (CoHS, ECUS Vice-Chair)
P	Maureen Horgan (CoAS, RPIPC Chair)	P	Craig Turner (CoAS, ECUS Secretary)
P	Joshua Kitchens (Library)	P	Catherine Whelan (CoB, ECUS Chair Emeritus)
P	Lyndall Muschell (CoE, ECUS Chair)	P	Howard Woodard (CoB, APC Chair)

GUESTS:

Kay Anderson (University Registrar, SoCC Secretary)
 Jan Clark (CoAS, RPIPC Vice-Chair) *extended her regrets*
 Nicole DeClouette (CoE, CAPC Secretary)
 Carly Jara (Graduate Assistant of the 2013-2014 University Senate)
 Mandy Jarriel (CoHS, CAPC Vice-Chair)
 Debby MacMillan (CoHS, CAPC Secretary)
 Amy Sumpter (CoAS, SoCC Vice-Chair)
 John Swinton (CoB, SoCC Chair)
 Tom Toney (CoAS, FAPC Vice-Chair)

	<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 3:30 pm by Lyndall Muschell (Chair).		

II. Approval of Agenda	<p>A MOTION to approve the agenda was made and seconded. Lyndall Muschell noted that that this meeting was a sequence of three sub-meetings.</p> <ul style="list-style-type: none"> • a meeting of the Subcommittee on Nominations to review nominations for vacancies on the Subcommittee on the Core Curriculum (SoCC), • a meeting of Executive Committee with Standing Committee Chairs for agenda coordination and drafting the tentative agenda of the 13 Sep 2013 meeting of the University Senate, and • a meeting for Standing Committee Officer Orientation. 	<p>The agenda was approved as circulated.</p>	
III. Approval of Minutes	<p>There were no ECUS minutes to review. The review of DRAFT minutes for University Senate meetings is documented under New Business.</p>		
IV. Reports			
Part I Subcommittee on Nominations (SCoN)	<ol style="list-style-type: none"> 1. Prior to the meeting, Lyndall Muschell had extended a call for nominations to serve on the Subcommittee on the Core Curriculum (SoCC) by email to the faculty list. 2. Lyndall Muschell noted that ECUS had appointed the membership of the 2013-2014 SCoN to be <ol style="list-style-type: none"> a. All ECUS members, b. All Standing Committee Chairs, c. President of SGA, d. Chair of Staff Council, and e. SoCC Chair, noting that a, b, c, and d were bylaws 	<p>The motion was approved with no further discussion.</p>	<ol style="list-style-type: none"> 1. Lyndall Muschell to contact all five SoCC nominees by email to report the selection results. 2. Catherine Whelan, Chair of the 2013-2014 SCoN, to prepare a motion for University Senate consideration at its 13 Sep 2013 meeting detailing the revisions to committee and

	<p>requirements and e was continuing the practice started in the 2012-2013 academic year to add the SoCC Chair.</p> <ol style="list-style-type: none"> 3. Lyndall Muschell noted that Catherine Whelan had been appointed by ECUS to serve as Chair of the 2013-2014 SCoN and passed the facilitation of the meeting to Catherine Whelan for the SCoN business. 4. Catherine Whelan noted that the bylaws of the University Senate named the ECUS Secretary to serve as the SCoN Secretary – thus Craig Turner is serving as SCoN Secretary for 2013-14. 5. There were five nominations received for the two vacant positions on SoCC. <ol style="list-style-type: none"> a. Marianne Edwards (CoE) b. Shaundra Walker (LITC) c. Ryan Brown (Fall 2013) & Brandon Samples (Spring 2013) (CoAS) d. Samiparna Samanta (CoAS) e. Roberta Gorham (CoB) 6. It was noted that the currently named eight members of SoCC satisfied the bylaws requirements on committee composition, affording flexibility in the consideration of the nominees. 7. There was a brief contextual report offered by the SoCC Chair, John Swinton, detailing the role of the SoCC. 8. A <u>MOTION</u> to nominate Roberta Gorham (CoB) and Shaundra Walker (LITC) to serve on the 2013-2014 SoCC was made and seconded. Offered as rationale for the selection was the desire to have a library representative serve on SoCC and the desire to have a voting member (not serving as committee chair) from the 		<p>university senate memberships since the 26 Apr 2013 organizational meeting of the 2013-2014 University Senate.</p>
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	<p>CoB serving on SoCC.</p> <p>9. Lyndall Muschell was charged to contact all the nominees to share the results of the selection and remind those nominees not selected that all meeting of SoCC were open.</p> <p>10. After the motion was approved, it was noted that these nominations as well as the other replacements on the University Senate and its committees named since the 26 April 2013 organizational meeting would be brought as a motion for the consideration of the University Senate at its 13 Sep 2013 meeting.</p> <p>11. The meeting of the SCoN was adjourned and facilitation of the meeting was passed from Catherine Whelan to Lyndall Muschell for the ECUS meeting with Standing Committee Chairs and Standing Committee Officer Orientation parts.</p>		
<p>Part II ECUS/SCC</p> <p>Academic Policy Committee (APC)</p> <p>Howard Woodard</p>	<p>1. <u>Motions</u> APC has no motions to submit for University Senate consideration at its 13 Sep 2013 meeting.</p> <p>2. <u>Academic Probation (continuing)</u> Students who get on probation and seem to be trapped. They get off only to return to probation status again and again.</p> <p>a. Will request information from Registrar to see how large the problem is.</p> <p>3. <u>Major GPA Drop (continuing)</u> Students who have a major swing in GPA in a given semester. Should there be a threshold that signals swing?</p> <p>a. Will request additional information from Registrar since the request came from that office last year.</p>		

	<p>4. <u>Retaking Courses</u> Students who retake courses to replace grade.</p> <ul style="list-style-type: none"> a. Currently there is no limit on the number of times a student may retake a course. b. The last grade replaces previous taken grades, therefore it is possible for a student to retake course to raise GPA in seeking admission to highly competitive programs in the university. c. Subcommittee formed to review extent of issues and to review policies at other USG institutions. <p>5. <u>Year Long Pounce</u></p> <ul style="list-style-type: none"> a. Classes reserved for Freshman Call for the entire year. b. Perceived issue of sophomores and juniors who have not taken these courses may find problems getting into the class. c. Registrar has a procedure of handling this issue by reserving extra seats in the class. d. APC decided to table issue until spring to see whether the current procedure works for the fall. 		
<p>Part II ECUS/SCC</p> <p>Curriculum and Assessment Policy Committee (CAPC)</p> <p>Cara Meade</p>	<p>1. <u>Motions</u> CAPC has one motion to submit for University Senate consideration at its 13 Sep 2013 meeting. CAPC will submit a motion to add a Religion Concentration to the existing B.A. in Philosophy. This proposal was sent to CAPC by the Department of Philosophy and Liberal Studies. All courses have already been approved and CAPC voted unanimously</p>		

	<p>to approve this concentration.</p> <p>2. <u>Information Items</u> include</p> <p>a. those from College of Health Sciences regarding the addition of courses to the Bachelor in Music Therapy, and</p> <p>b. several items from College of Arts and Sciences including changes to courses in the BS degree in Biology, a description change for a course in the Music Core, and the request from the department of Philosophy and Liberal Studies to include RELI 1111 in area C1 of the Core.</p> <p>3. <u>QEP (Quality Enhancement Plan)</u> CAPC had an extensive discussion regarding the design and implementation of the QEP. There were many questions regarding who will be involved in the planning from this stage (how will the campus community be involved?) and there were concerns that the focus has shifted from what was identified as the focus (theme) of the QEP in the spring. Committee members expressed a desire to be sure that there is campus awareness if the focus has shifted or been refined, and would like to be ensured that the campus community will be able to have direct input before the final proposal is written to submit to SACS.</p>		
<p>Part II ECUS/SCC</p> <p>Faculty Affairs Policy Committee (FAPC)</p> <p>Alex Blazer</p>	<p>4. <u>Motions</u> FAPC has no motions to submit for University Senate consideration at its 13 Sep 2013 meeting.</p> <p>5. <u>Old Business</u> FAPC continues to work on Post-Tenure Review. We plan to invite the Associate Provost, Tom Ormond, for a discussion of our newest</p>		

	<p>approved post-tenure review document.</p> <p>6. <u>New Business</u> At this time, FAPC has no items of new business on which to report.</p>		
<p>Part II ECUS/SCC</p> <p>Resources, Planning and Institutional Policy Committee (RPIPC)</p> <p>Maureen Horgan</p>	<p>1. <u>Motion</u> RPIPC has one motion to submit for University Senate consideration at its 13 Sep 2013 meeting, namely proposed revisions to the policies and procedures for the existing Missing Student Policy. <i>(See item 3.d below.)</i></p> <p>2. <u>Continuing Items</u> There are three items of interest from 2012-2013 that RPIPC will keep under consideration.</p> <p>a. <u>12-month pay option</u> The software platform may be changing, we will know soon if the new platform allows for both 12-month and 10-month pay options. Still to be checked on are possible legal issues. The USGFC (University System of Georgia Faculty Council) is awaiting a response from Chancellor Huckabee to a resolution from the February 2012 USGFC meeting that 10-month-contract faculty and staff be allowed the option to be paid over a 12-month period and/or to be paid semimonthly.</p> <p>b. <u>Common Meeting Time</u> On this matter, the recommendation from the Common Meeting Time Task Force was to suggest that we investigate alternative scheduling strategies, the response from the Interim Provost was to suggest that exceptions to the current policy must be approved by Deans, and for pedagogical purposes.</p> <p>c. <u>Signage Committee</u> This committee was giving updates to RPIPC in 2012-13 but there were few decisions</p>		

made at the time of the last report by Lucy Kachmarik. The committee has since made decisions and the first wave of new signage will be on campus this Fall.

3. **Invited Guests** Five invited guests came to the 23 Aug 2013 RPIPC meeting for informal information exchange.
 - a. **Recycling** Lori Strawder, Assistant Director of Sustainability, and Walter Dudley, Assistant Director of Building Services, attended to speak about the Recycling Initiative. While there have been some complaints, the change from trash cans to recycling bins in offices is going relatively smoothly. RPIPC encouraged the dissemination of more information, more frequently. Also as the next efforts, to conserve energy and water, are put into place.
 - b. **Diversity** Veronica Womack, Director of Institutional Equity and Diversity, attended to get feedback on the Diversity Action Plan that Dr. Dorman requested. RPIPC suggested that more faculty scattered among the various committees would help faculty feel a part of this initiative, as well as provide more input from the faculty perspective.
 - c. **Sexual Harassment Policy** Jennifer Graham from the Women's Center came to let RPIPC know that a proposed policy to mitigate Sexual Harassment will be coming soon.
 - d. **Missing Student Policy** Qiana Wilson, Associate General Counsel,

	<p>attended to field questions about the proposed changes to the GC Missing Student Policy. RPIPC is expecting to bring forward a motion to University Senate to recommend the proposed changes to policy and endorse the proposed changes to procedure.</p>		
<p>Part II ECUS/SCC Student Affairs Policy Committee (SAPC) Doreen Sams</p>	<ol style="list-style-type: none"> 1. <u>Motions</u> SAPC has no motions to submit for University Senate consideration at its 13 Sep 2013 meeting. 2. <u>Adderall Abuse (Information item)</u> Ended our involvement at this time as nursing is actively working on this issue. 3. <u>Student Emergency Fund (Information item)</u> Cathy Crawley reported she will work with Bill Doerr to get SAPC more information on processes and procedures. 4. <u>SGA Survey</u> The Student Government Association (SGA) provided an update on the survey of common meeting time for Recognized Student Organizations (RSO) impact – more information will be brought to the October meeting. 5. <u>Student Retention</u> Suzanne Pittman reported to SAPC on the initiatives for retention and SAPC will continue to discuss its role in retention. 		
<p>Part II ECUS/SCC Executive Committee of the University Senate (ECUS) Lyndall Muschell</p>	<ol style="list-style-type: none"> 1. <u>Motions</u> ECUS has no motions to submit for consideration by the University Senate at its 13 Sep 2013 meeting, but its subcommittee SCoN will have one motion as mentioned above in the SCoN report. 2. <u>Governance Retreat</u> The Governance Retreat was held on Wednesday, August 14, 2013. Preliminary results show that a total of 58 were in attendance, the average rating of overall effectiveness 		

was 4.61 out of 5, and evaluation comments were positive.

3. **Steering Items** There were items which surfaced in late spring and during the summer of 2013. These were steered via email.

a. Steered to CAPC

- 1) **CoE Courses**
 - o EDFS 6507 and EDIT 6959
- 2) **Religion and Philosophy Courses**
 - o PHIL 4420 Phil of Religion
 - o PHIL 4610 Confucianism and Daoism
 - o RELI 3510 South Asian Buddhism
 - o RELI 3500 Buddhist Traditions in Asia
 - o RELI 3600 Hindu Religious Tradition
 - o RELI 3520 Tibetan Buddhism

b. Steered to RPIPC

- 1) **Missing Student Policy** Qiana Wilson
- 2) **Diversity Action Plan** Veronica Womack
 - o Information only at this time.
 - o Seeks Senate endorsement at its completion

c. Other items considered

- 1) **Sexual Misconduct Policy** This was sent back to Jennifer Graham and Veronica Womack with the following guidance.
 - o There is an existing policy in the PPPM.
<http://www2.gcsu.edu/policies/overlapping-sexual-harassment-policies-.htm>
Before the RPIPC reviews the policy the overlap between the two should be determined.
 - o The formatting for the policy should follow the template and guidelines.
 - o There should be a legal review of the proposed policy by the

	<p>University Counsel.</p> <ul style="list-style-type: none"> ○ The AAUP has some resources for sexual harassment policies (and a 2012 statement on sexual assault policy and procedure from its committee W). http://www.aaup.org/issues/sexual-harassment/resources-sexual-assault-and-sexual-harassment <p>2) Policy on Policy Development Catherine Whelan will work with Hance Patrick on this.</p>		
V. Information Items Actions/Recommendations			
2013-14 Graduate Assistant	Ms. Carly Jara has been selected to serve as the Graduate Assistant of the 2013-2014 University Senate. Among the support Carly can offer is assistance in making copies to support the work of the University Senate and its committees. We now have access to a copier in the President's office and can bill the cost of copies to the University Senate budget rather than department budgets.		
2013-14 Parliamentarian	John Sirmans has graciously agreed to serve as Parliamentarian of the 2013-2014 University Senate.		
Electronic Tools and the Thunder Cloud	<p>1. <u>Electronic Tools of University Senate</u> At the 2013 governance retreat, Doc St. Clair (from IT) indicated to Craig Turner that he was planning to oversee "fixes" to some the electronic tools of the University Senate. This might include the agenda tool and the motion database. Doc St. Clair's plan was to check with Tanya Goette, Chair of Information Systems & Computer Science, to see if she had any students that were able to assist in any of the necessary programming changes that support the tools. At present, this</p>		

	<p>consultation is still in progress. More information on this matter will be forthcoming as it becomes available.</p> <p>2. Thunder Cloud Howard Woodard indicated that an internal cloud – the Thunder Cloud – is in development and is anticipated to be rolled out in the spring 2014 semester. This will be the new standard – curtailing the use of tools such as Dropbox and Google Docs – and will offer protection of intellectual property rights to faculty and staff.</p>		
Photos for University Senate	In consultation with University Photographer Tim Vacula, a new process for obtaining the “mug shots” (headshots) used in the online senator database would be implemented this year. The new process would have those needing “mug shots” stop by Tim’s studio in Lanier Hall (2 nd floor) on their way to the University Senate meeting. This process will provide a higher quality and more uniform image. The old process of having Tim come to the meeting can be revived if necessary.		
Operating Procedures	Lyndall Muschell requested that Standing Committee Chairs submit their recently developed committee operating procedures to her via email.		
VI. Unfinished Business Review of Action & Recommendations, Provide updates (if any) to Follow-up	There were no items of unfinished business.		
VII. New Business Actions/Recommendations			
University Senate Agenda and Minutes Review	<p>1. Tentative Agenda 13 Sep 2013: Based on the committee reports at this meeting,</p> <p>a. Motions There will be up to three motions on the agenda of the 13 Sep</p>	Both motions were approved with no further discussion.	1. Lyndall Muschell will draft the tentative agenda of the 13 Sep 2013 meeting of the

	<p>2013 meeting of the University Senate, specifically from CAPC (1): Religion Concentration, from RPIPC (1): Missing Student Policy, from SCoN (1): Updates to the committee and university senate memberships since the 26 Apr 2013 organizational meeting of the 2013-2014 University Senate.</p> <p>b. Reports Committee and administrative reports will also be agenda items.</p> <p><u>University Senate Minutes Review:</u></p> <p>1. A MOTION to approve the <i>DRAFT minutes of the 19 Apr 2013 meeting of the 2012-2013 for circulation to University Senators</i> was made and seconded.</p> <p>2. A MOTION to approve the <i>DRAFT minutes of the 26 Apr 2013 organizational meeting of the 2013-2014 for circulation to University Senators</i> was made and seconded.</p>		<p>University Senate.</p> <p>2. Motions to be entered into the online motion database by CAPC (1), RPIPC (possibly one), SCoN (1).</p> <p>3. Craig Turner will circulate both sets of DRAFT minutes to the University Senators for review.</p>
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<p>Part III Standing Committee Officer Orientation (SCOO)</p>	<ol style="list-style-type: none"> 1. Lyndall Muschell indicated that the balance of the meeting would be an orientation for standing committee officers. 2. Catherine Whelan provided guidance on <ol style="list-style-type: none"> a. Log in at the University Senate page b. Access and use of the “Repository,” the archive for documents noting it was primarily for meeting agendas. She encouraged the use of reflective names: “CAPC_Agenda_2013-08-23” rather than “Agenda.” c. Access and use of the “Online Motion Database,” noting that at present the system does not support edits to the motion text field once the text is submitted. She encouraged those entering motions for the first time to seek guidance regarding the motion text in particular from either Catherine Whelan or Craig Turner. d. Committee Chair Responsibilities <ol style="list-style-type: none"> i. File operating procedures ii. Preside at committee meetings iii. Coordinate committee work iv. Attend (or send a designee) agenda coordination meetings with ECUS and other Standing Committee Chairs v. Providing a summary rather than a blow by blow description of committee meetings vi. Report on committee activity (including motions) at senate meetings. 3. Craig Turner provided guidance on <ol style="list-style-type: none"> a. Required Written Reports (Handout) b. Online Senator Database – this is 		
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accessible under the **External Links** tab at <http://senate.gcsu.edu> and archives terms of service for university senators and university senate committee members. The Search functions provide (among other things) an email list for university senate or any committee and a roster (with or without pictures) of members for university senate or any committee. The History function provides a list of all terms of service on university senate and committees for each university senator.

- c. Email Lists (Handout) There are eleven email lists that support the work of University Senate. Each list is a closed list (only members can post to it) and permits attachments. The lists are
- us@list.gcsu.edu for the University Senate
 - scc@list.gcsu.edu for the Standing Committee Chairs
 - sco@list.gcsu.edu for the Standing Committee Officers
 - Committee Email Lists
 - apc@list.gcsu.edu
 - capc@list.gcsu.edu
 - ecus@list.gcsu.edu
 - fapc@list.gcsu.edu
 - rpipe@list.gcsu.edu
 - sapc@list.gcsu.edu
 - scon@list.gcsu.edu
 - socc@list.gcsu.edu
- d. Standing Committee Officer Responsibilities (Handout) For each of the officer positions – chair, vice-

	<p>chair, secretary – a list of bylaws and other responsibilities is provided.</p> <p>e. Minutes Template</p> <ul style="list-style-type: none"> i. The template is available in MSWord format and is accessible under the Resources tab at http://senate.gcsu.edu ii. Use of the template is optional. iii. Secretaries are welcome to use other formats for keeping minutes. <p>f. Craig Turner is a resource/contact for questions about or assistance with drafting or posting minutes.</p> <p>g. The archive for minutes is found at http://minutes.gcsu.edu</p> <p>h. Secretaries need credentials (userid and password) to post minutes and should request these from Barbara Monnett, University Webmaster.</p> <p>i. The minutes environment is quite forgiving and supports editing minutes once posted as well as the inclusion of supporting documents as attachments.</p> <p>j. It is increasingly common that secretaries are drafting minutes in a word processor (such as MSWord) and posting the minutes as an attachment in MSWord and/or pdf formats.</p>		
VIII. Next Meeting (Tentative Agenda, Calendar)			
1. Calendar	<p>13 Sep 2013 @ 2pm Univ. Senate A&S 2-72</p> <p>4 Oct 2013 @ 2pm Univ. Senate committees</p> <p>4 Oct 2013 @ 3:30pm ECUS/SCC Parks 301</p>		
2. Tentative Agenda	Some of the deliberation today may have generated tentative agenda items for future		Lyndall Muschell will ensure that such items are

	ECUS and ECUS-SCC meetings.		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 the meeting was made and seconded.	The motion to adjourn was approved and the meeting adjourned at 4:42 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	08-23-13								
Kelli Brown <i>Provost</i>	P								
Steve Dorman <i>University President</i>	R								
Joshua Kitchens <i>EFS; Library</i>	P								
Lyndall Muschell <i>EFS; CoE; ECUS Chair</i>	P								
Susan Steele <i>EFS; CoHS; ECUS Vice-Chair</i>	P								
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P								
Catherine Whelan <i>EFS; CoB; ECUS Chair Emeritus</i>	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	08-23-13									
Kelli Brown <i>Provost</i>	R									
Steve Dorman <i>University President</i>	R									
Joshua Kitchens <i>EFS; Library</i>	P									
Lyndall Muschell <i>EFS; CoE; ECUS Chair</i>	P									
Susan Steele <i>EFS; CoHS; ECUS Vice-Chair</i>	P									
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P									
Catherine Whelan <i>EFS; CoB; ECUS Chair</i>	P									
Howard Woodard <i>EFS; CoB; APC Chair</i>	P									
Cara Meade <i>EFS; CoE; CAPC Chair</i>	P									
Alex Blazer <i>EFS; CoAS; FAPC Chair</i>	P									
Maureen Horgan <i>EFS; CoAS, RPIPC Chair</i>	P									
Doreen Sams <i>EFS; CoB, SAPC Chair</i>	P									

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

DATE _____-