

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

MEETING DATE & TIME: 22 FEB 2013; 2:00 –3:15

MEETING LOCATION: PARKS ADMINISTRATION BUILDING, ROOM 301

ATTENDANCE:

MEMBERS				“P” denotes Present, “A” denotes Absent, “R” denotes Regrets			
R	Janet Clark (CoAS, ECUS Chair Emeritus)	R	Deborah MacMillan (CoHS)	R	Janet Clark (CoAS, ECUS Chair Emeritus)	R	Deborah MacMillan (CoHS)
R	Steve Dorman (University President)	P	Lyndall Muschell (CoE, ECUS Vice-Chair)	P	Steve Dorman (University President)	P	Lyndall Muschell (CoE, ECUS Vice-Chair)
P	Joshua Kitchens (Library)	P	Craig Turner (CoAS, ECUS Secretary)	P	Joshua Kitchens (Library)	P	Craig Turner (CoAS, ECUS Secretary)
P	Matthew Liao-Troth (Interim Provost)	P	Catherine Whelan (CoB, ECUS Chair)	P	Matthew Liao-Troth (Interim Provost)	P	Catherine Whelan (CoB, ECUS Chair)
GUESTS:							
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 2:05 pm by Catherine Whelan (Chair).		
II. Approval of Agenda	A motion to approve the agenda was made and seconded. Craig Turner, ECUS secretary, requested committee guidance on the status of each unfinished business item in the recent minutes as either “closed” meaning deliberation was done or “open” meaning deliberation was continuing. The committee was agreeable and this item was added under New Business as “Minutes Cleanup.”	The agenda was approved as amended.	

III. Approval of Minutes	A motion to consider the DRAFT 1 Feb 2013 ECUS-SCC 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 1 Feb 2013 ECUS-SCC 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. This process is continuing. b. President Dorman sent an email update to the university community about the next steps of this process including a list of his appointees to the task forces. c. Both task forces will be meeting next week to organize as well as receive some guidance from the external consultant Larry Goldstein. 2. <u>Student Opinion Surveys (SOS)</u> <ol style="list-style-type: none"> a. This is an update on the follow-up to motion 1213.FAPC 002.O passed at the January 2013 University Senate meeting. This motion recommended that our current SOS instrument be replaced by a nationally-normed instrument, either the IDEA SRoI (Student Ratings of Instruction) or ETS SIR II (Student Instructional Responses (version 2)). b. I am looking into implementation. c. There may be a pilot of the selected instrument this summer. 		

V. Information Items Actions/Recommendations			
	There were no information items on the agenda of the 22 Feb 2013 ECUS meeting.		
VI. Unfinished Business Review of Action & Recommendations, Provide updates (if any) to Follow-up			
<i>Policies Procedures and Practices Manual (PPPM)</i>	<p><u>28 Sep 2012</u> <i>Catherine Whelan indicated that she would be meeting with Mike Digby to further talk about the PPPM and would have more information to share after that meeting.</i></p> <p><u>26 Oct 2012</u></p> <ol style="list-style-type: none"> 1. <i>Catherine Whelan indicated that she had recently met with Dr. Mike Digby to discuss the next steps on the PPPM.</i> 2. <i>Mike Digby noted that he was charged to edit and not to rewrite. He considered this aspect when formulating the proposed next steps (in item 3 below). Some of the next steps correspond to edits (editorial changes), others are rewrites (content changes) that would require a review by other university personnel or committees.</i> 3. <i>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:</i> <ol style="list-style-type: none"> a. <u>Restructuring:</u> <i>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</i> 	<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>

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 review and conflict resolution. and
 - d. identify the practices and procedures that are either inconsistent with the perceived current practice or procedure and/or for which there is no individual (position) responsible and authorized for their maintenance and refer these to ECUS for steering to appropriate individuals or committees for review
- was made and seconded.

5. **Change Log**: Catherine Whelan noted

	<p><i>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>05 Oct 2012</u> <i>Those present were provided a brief synopsis of the issue (see above). Catherine Whelan indicated she would continue to gather more information to facilitate future deliberation on this matter.</i></p> <p><u>22 Feb 2013</u> <i>An update was provided. Voice Over Internet Protocol (VOIP) based communication will be installed in classrooms. This may be</i></p>	<p><u>28 Sep 2012</u> <i>There was general agreement to seek additional information on this matter including existing best practices.</i></p>	<p><u>28 Sep 2012</u></p> <ol style="list-style-type: none"> <i>1. President Dorman to provide updates on the possible use and feasibility of VOIP.</i> <i>2. Catherine Whelan will gather information to inform deliberation.</i> <i>3. Catherine Whelan will ensure that this topic is on the tentative agenda of a future ECUS or ECUS-SCC meeting.</i> <p><u>05 Oct 2012</u></p> <ol style="list-style-type: none"> <i>1. President Dorman to provide updates on the possible use and feasibility of VOIP.</i> <i>2. Catherine Whelan will gather information to inform deliberation.</i> <i>3. Catherine Whelan did place this on the 05 Oct 2012 agenda and will ensure that this topic is on the tentative agenda of a future ECUS or ECUS-SCC meeting.</i>

	completed before the conclusion of the Spring 2013 semester.		
<i>Faculty Development opportunities to assist faculty in working with Students with Disabilities</i>	<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 Services, to discuss the professional development opportunities for faculty in this area. More information will be shared as it becomes available.</p> <p><u>30 Nov 2012</u> Catherine Whelan met with Katy Washington, Director of Disability Services, to discuss development opportunities for</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> <ol style="list-style-type: none"> 1. Catherine Whelan will gather information to inform deliberation. 2. Catherine Whelan will ensure that this topic is on the tentative agenda of a future ECUS or ECUS-SCC meeting <p><u>05 Oct and 26 Oct 2012</u></p> <ol style="list-style-type: none"> 1. Catherine Whelan will gather information to inform deliberation. 2. Catherine Whelan will ensure that this topic is on the tentative agenda of a future ECUS or ECUS-SCC meeting. <p><u>30 Nov 2012</u> Catherine Whelan did place this item on the agenda of the 02 Nov 2012 ECUS-SCC meeting and also on the agenda of the 30 Nov 2012 ECUS meeting.</p> <p><u>22 Feb 2013</u> Given Katy Washington was not in attendance of the 15 Feb 2012 meeting of the University Senate,</p>

	<p><i>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>Catherine Whelan will check to see if Katy Washington is able to attend the 15 Mar 2013 meeting of the University Senate and provide info on development opportunities for faculty.</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>22 Feb 2013</u> <i>An update was provided that other USG schools experience similar challenges of a smaller pool of in-network health care providers. The Board of Regents is acutely aware of this concern, which will be prominent in their deliberations as they explore ways to remedy this concern.</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></p> <ul style="list-style-type: none"> 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><u>28 Sep 2012</u></p> <ul style="list-style-type: none"> 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>
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<p>Contingent Faculty Participation in Shared Governance</p>	<p><u>26 Oct 2012:</u></p> <ol style="list-style-type: none"> 1. Craig Turner suggested that the topic of contingent faculty participation in shared governance receive consideration by the committee at some future meeting. 2. Before consideration of acceptance of this suggestion, clarification points were sought and offered including: <ol style="list-style-type: none"> a. Who are the contingent faculty? The category of contingent faculty is used to refer to all non-tenure track faculty. 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. 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. 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 		<p><u>26 Oct 2012:</u></p> <ol style="list-style-type: none"> 1. Craig Turner to locate, identify, and provide information on the AAUP statements that relate to participation of contingent faculty in shared governance that might inform this deliberation. 2. Catherine Whelan will ensure that this topic is on the tentative agenda of a future ECUS or ECUS-SCC meeting. <p><u>30 Nov 2012</u> 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.</p> <p><u>22 Feb 2013</u> On behalf of ECUS, Catherine Whelan will steer this matter to FAPC for consideration.</p>
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	<p><i>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><u>22 Feb 2013</u> In the context of reviewing the unfinished ECUS business items during minutes cleanup, this matter was briefly discussed and the recommended disposition, endorsed by all present, was to steer this to FAPC for consideration.</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> <p><u>22 Feb 2013</u></p> <ol style="list-style-type: none"> 1. <i>Catherine Whelan did present this term limit statement, as amended, to the membership of</i>
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	<p><i>seemed to resonate with those present.</i></p> <p><u>25 Jan 2013</u></p> <ol style="list-style-type: none"> 1. <i>Catherine Whelan drafted and circulated with the agenda for this meeting a draft term limit statement.</i> 2. <i>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.</i> 3. <i>The draft term limit document was adopted unanimously with three editorial amendments:</i> <ol style="list-style-type: none"> a. <i>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.</i> b. <i>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.</i> c. <i>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.</i> 4. <i>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.</i> <p><u>22 Feb 2013</u> Deliberation on this has reached conclusion.</p>		<p>the University Senate at its 15 Feb 2013 meeting as motion 1213.EC.001.O. This was offered in the form of a resolution and was endorsed by the University Senate.</p>
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Faculty Friday (Social)	<u>30 Nov 2012</u> <i>An observation was made that there hadn't been another Faculty Friday (reception for all university faculty) since the one sponsored by President Dorman on the Friday before Fall Break. There was general agreement that it would be good to explore the feasibility of having these receptions recur more regularly.</i>	<u>30 Nov 2012</u> <i>Catherine Whelan agreed to consult President Dorman on the feasibility of sponsoring another faculty reception.</i>	<u>30 Nov 2012</u> <i>Catherine Whelan will consult with President Dorman on the feasibility of sponsoring another faculty reception.</i>
Naming of the Core Curriculum	<u>30 Nov 2012</u> <i>Catherine Whelan had received a memo from Subcommittee on Core Curriculum (SoCC) Chair John Swinton proposing the formal application of the name CUBE to the Georgia College Core Curriculum (GCCC or G C-cubed). due to the trio of C's. There was concern by SoCC that this name had not been formally approved by university governance.</i> <u>22 Feb 2013</u> <i>Deliberation is over and the agreement is to use the name "core curriculum."</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> <u>22 Feb 2013</u> 1. Given the disposition of this item, there is no need for additional follow-up.
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</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</i>

	<p><i>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></p> <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)</i></p>		<p><i>Planning Committee to all senators at the 18 Jan 2013 meeting of the University Senate.</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> <p><u>22 Feb 2013</u></p> <p>1. <i>Catherine Whelan did circulate a draft of the 2013-2014 governance calendar for review by the members of ECUS.</i></p> <p>2. <i>Catherine Whelan did ensure continued deliberation of the governance calendar by adding it to the tentative agenda of the</i></p>
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	<p><i>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>2. 2013-2014 Governance Calendar</p> <p><i>a. Catherine Whelan agreed to serve as point for the development of the 2013-2014 Governance Calendar.</i></p> <p><i>b. This is an ECUS function with a deadline of 1 April 2013.</i></p> <p><i>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></p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>iii. A proposal that there be eight meetings in the academic year designated as college meetings</i></p>		<p>22 Feb 2013 ECUS meeting.</p> <p>3. Catherine Whelan will incorporate the recommended changes and prepare another draft the 2013-2014 Governance Calendar for review by the members of ECUS.</p> <p>4. Catherine Whelan to ensure that continued deliberation of the Governance Calendar is added as an agenda item for a future ECUS meeting.</p>
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and that the colleges individually determine how these meetings are allocated to department, college, or college committee meetings rather than have three meetings a month (department, college, college committee) as in 2012-2013.

- 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.*

22 Feb 2013

1. Governance Retreat Planning Committee:(GRPC)

- a. At the request of Lyndall Muschell on behalf of GRPC, Kathy Waers contacted point persons at some potential retreat sites to obtain estimates for accommodations, meals, refreshments, meeting space, etc.
- b. These estimates were comparable with last year’s retreat costs, and the exploration of the feasibility of these sites will continue.

2. Governance Calendar

- a. Catherine Whelan had circulated a draft of the governance calendar with the agenda. She circulated a comparison table of the proposed

	<p>governance calendar for 2013-2014 with the 2012-2013 governance calendar. She also circulated an alternative proposal for 2013-2014 governance calendar provided to her by Craig Turner.</p> <p>b. Among the changes proposed in Catherine's draft were</p> <ul style="list-style-type: none"> i. Make department, college committee, and college meetings to college meetings and defer the designation of these meetings to the colleges. Reduce the number of these meetings from 12 to 8 per semester. ii. Schedule senate committee followed by ECUS/SCC meetings on the same Friday rather than on separate Fridays. Reduce the number of these meetings from 7 each for the academic year to 6 each for the academic year. iii. Reduce the number of senate meetings from 7 per academic year to 6 per academic year. iv. Roll professional development meeting type into the open category. And collect the reduced meetings above into open. Open meeting blocks increase from 2 in 2012-2013 to 19 in the proposed 2013-2014 calendar. <p>c. Craig's draft differed from Catherine's in the following ways.</p> <ul style="list-style-type: none"> i. Continue with 7 meetings of 		
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	<p>senate, senate committees, and ECUS/SCC rather than reducing the number of these meetings to 6.</p> <ul style="list-style-type: none"> ii. Schedule University Faculty meetings to comply with BoR Policy 3.2.3. <p>d. Catherine raised questions of what to do about including university convocation meetings and whether to include university chairs council meetings (given this council is not (in part by preference of its current members) formally a part of the university governance system) for committee consideration.</p> <p>e. After consideration of the pros and cons of the proposed options and the questions from Catherine, the majority opinion of those present was to accept Catherine’s draft with the following amendments:</p> <ul style="list-style-type: none"> i. Remove the University Chairs Council meetings from the proposed calendar to make it more purely a calendar of governance meetings. ii. Do not schedule university faculty meetings as they are not necessary given a clarification to the interpretation of BoR 3.2.3. iii. Continue to keep the University Convocation meetings in the mix at one per semester and consult with President Dorman on that. 		
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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> 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> 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> <p><u>22 Feb 2013</u> 1. <i>Catherine Whelan has</i></p>
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	<p><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></p> <p><u>22 Feb 2013</u></p> <ol style="list-style-type: none"> 1. Catherine Whelan and the other members of the this work group (Bryan Marshall, Josh Kitchens, Craig Turner, Matthew Williams) have met and have drafted a plan to streamline the senate’s public web presence and house much of the existing content in a space that would require Unify authentication for access. The streamlined public web presence will include information on how site visitors can request information about the senate. 2. The university senate graduate assistant, Matthew Williams, indicated that he has been in communication with the staff of the university webmaster to explore the details on implementing the changes listed in item 2 above. 3. Catherine Whelan is planning to circulate the latest draft of the plan to the work group members for their review and feedback. . 		<p>followed up on the items listed above under the date of 07 Dec 2012.</p> <ol style="list-style-type: none"> 2. Catherine Whelan did schedule meetings to discuss the electronic presence of the University Senate. The invitees for these meeting did include Bryan Marshall, Josh Kitchens, Craig Turner, and Matthew Williams. 3. Catherine Whelan will circulate the latest draft of the plan to the work group members for their review and feedback.
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<p>Student Health Insurance (Suicide Clause)</p>	<p><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></p> <p><u>22 Feb 2013</u> In the context of reviewing the unfinished ECUS business items during minutes cleanup, this matter was briefly discussed and the recommended disposition, endorsed by all present, was to steer this to SAPC for consideration.</p>	<p><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></p>	<p><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></p> <p><u>22 Feb 2013</u> On behalf of ECUS, Catherine Whelan will steer this matter to SAPC for consideration.</p>
<p>Upcoming Elections and Selections for the 2013-2014 University Senate and its committees</p>	<p><u>25 Jan 2013</u></p> <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-</i> 		<p><u>25 Jan 2013</u></p> <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</i>

	<p>2014 standing committees (APC, CAPC, FAPC, RPIPC, and SAPC) and will provide President Dorman information about how his predecessor named these appointees.</p> <p>5. Catherine Whelan reminded the committee that the deadline for the results of elected faculty senator 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.</p> <p>6. <u>At-large Election</u></p> <ol style="list-style-type: none"> a. At-large University Senator, Kirk Armstrong, has a 2010-2013 term of service and a successor for this elected faculty position is needed. b. The University Senate bylaws charge ECUS to conduct the at-large election. c. Lyndall Muschell agreed to take point on the implementation of the at-large election. d. The deadline for completing the at-large election given in the University Senate bylaws is March 1. e. 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. f. There was general agreement to use an on-line/electronic ballot to implement the at-large election. <p><u>22 Feb 2013</u></p> <ol style="list-style-type: none"> 1. Each of the academic unit elected faculty 		<p>elected faculty senator position presently held by Kirk Armstrong.</p> <ol style="list-style-type: none"> 3. Lyndall Muschell and Catherine Whelan will draft an at-large election process for ECUS review. <p><u>01 Feb 2013</u></p> <ol style="list-style-type: none"> 1. Lyndall Muschell and Catherine Whelan did draft an at-large election process for ECUS review. <p><u>22 Feb 2013</u></p> <ol style="list-style-type: none"> 1. Lyndall Muschell did serve as facilitator of the at-large election for the naming of a successor (Howard Woodard) to fill the elected faculty senator position presently held by Kirk Armstrong. 2. Catherine Whelan has made good progress and will continue to facilitate item one under 25 Jan 2013 above.
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	<p>senator elections have reached successful conclusion. These election results have been announced via email by Catherine Whelan.</p> <ol style="list-style-type: none"> 2. The at-large election has been conducted and Howard Woodard was elected. The complete at-large voting results were transferred from Catherine Whelan to Lyndall Muschell and may be relevant should a replacement for Howard Woodard be needed during his 2013-2016 term of service. Appreciation was expressed to Julie Collis for magnificent work in the preparation and distribution of the electronic ballot and the tabulation of voting results. 3. The naming of the selected staff senators for the 2013-2014 University Senate by Staff Council is in progress. 4. SGA officer elections are in progress. Once named, the 2013-2014 SGA President will be contacted regarding the selection of the two selected student senators for the 2013-2014 University Senate. 5. Catherine Whelan has been in contact with President Dorman regarding the naming of Presidential appointees for the 2013-2014 University Senate. President Dorman's selection of appointees is in progress. 6. Some, but not all, of the chief officers have been contacted regarding the naming of their designees to 2013-2014 committees of the University Senate. As needed, additional contact is progressing. 7. Committee preference surveys for elected faculty senators and corps of instruction 		
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	volunteers are in preparation and will be distributed as soon as they are available.		
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<p>Recognitions (Certificates)</p>	<p><u>25 Jan 2013</u></p> <ol style="list-style-type: none"> 1. Catherine Whelan reminded the members of the committee of the recognition, with a certificate, to extended appreciation to <ol style="list-style-type: none"> a. University Senators who are completing their term of service b. Committee Members (other than University Senators) who served on the standing committees c. Committee Officers d. Members of ECUS 2. Catherine Whelan sought guidance on the following details. <ol style="list-style-type: none"> a. <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. b. <u>Question:</u> Who on campus has the card stock and format for these certificates? <u>Answer:</u> The staff members in the office of the university president are typically the ones to assist with this. c. <u>Question:</u> How were these certificates prepared last year? <u>Answer:</u> 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. 3. Catherine Whelan indicated that she and Matthew Williams (graduate assistant) will begin to prepare the certificates for distribution. 		<p><u>25 Jan 2013</u></p> <ol style="list-style-type: none"> 1. Catherine Whelan and Matthew Williams to prepare certificates of recognition of <ol style="list-style-type: none"> a. University Senators who are completing their term of service b. Committee Members (other than University Senators) who served on the standing committees c. Committee Officers d. Members of ECUS <p><u>22 Feb 2013</u></p> <p>There was confirmation that Catherine Whelan and Matthew Williams will prepare these recognitions.</p>
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<p>University Senate Agenda and Minutes Review</p>	<p><u>01 Feb 2012</u></p> <p>1. <u>Tentative Agenda 15 Feb 2013:</u> 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>d. RPIPC (2): Public Art Policy and Shared Leave Policy.</p> <p>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</p>		<p><u>01 Feb 2012</u></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 draft university senate minutes for the 18 Jan 2013 meeting providing the university senators an opportunity to review these minutes.</p> <p><u>22 Feb 2013</u></p> <p>1. Catherine Whelan did draft the tentative agenda of the 15 Feb 2013 meeting of the University Senate.</p> <p>2. Motions were entered into the online motion database by APC, CAPC, ECUS, RPIPC and SCoN.</p> <p>3. Craig Turner did distribute to the university senators the draft university senate minutes for the 18 Jan</p>
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	<p><i>circulated for distribution to the university senators for review.</i></p> <p><u>22 Feb 2013</u> ECUS consideration of this matter has reached conclusion.</p>		<p><i>2013 meeting and did provide the university senators an opportunity to review these minutes.</i></p>
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<p>USG Task Force on BoR Policy Review</p>	<p><u>01 Feb 2013</u></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 	<p><u>01 Feb 2013</u></p> <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. 	<p><u>01 Feb 2013</u></p> <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. <p><u>22 Feb 2013</u></p> <ol style="list-style-type: none"> 1. Catherine Whelan did provide the necessary contextual information to the appropriate officers of SAPC to facilitate its consideration of this matter.
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	<p><i>had student, staff, faculty and administrative perspectives among its membership. This was a summary of the email conversation that was circulated.</i></p> <p><u>22 Feb 2013</u> The deliberation of this item by ECUS has reached conclusion.</p>		
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VII. New Buisness Actions/Recommendations			
Minutes Cleanup	<p>The committee reviewed the list of the unfinished ECUS business items with the following agreements regarding the status of the item as either “closed” meaning deliberation was done or “open” meaning deliberation was continuing.</p> <ul style="list-style-type: none"> • Broadcasting US Meetings. (Closed) • PPPM (Open) • Emergencies in the Classroom (Open) • Faculty Development & Students with Disabilities (Open) • Health Care Network (Open) • Contingent Faculty Participation in Shared Governance (Open, Steer to FAPC and then Closed) • Term Limits for Elected Faculty Senator Positions (Open) • Faculty Friday (Social) (Open) • Naming of the Core Curriculum (Closed) • Governance Calendar (Open) • Governance Retreat (Open) • Student Health Insurance (Suicide Clause) (Open, Steer to SAPC and then Closed) • Electronic Presence of US (Open) • Election/Selection of 2013-2014 University Senators and the committees (ECUS oversight) (Open) • Time Change for 1 Feb 2013 ECUS/SCC meeting (Closed) • US Agenda and Minutes Review (15 Feb 2013) (Closed) • USG Task Force on BoR Policy Review (Closed) 		

	During this review, there were updates provided for some of the items. Such updates are documented in these minutes under a subheading of 22 Feb 2013 under the topic for which the update is relevant.		
VIII. Next Meeting (Tentative Agenda, Calendar)			
1. Calendar	1 Mar 2013 @ 2pm ECUS/SCC Parks 301 15 Mar 2013 @ 2pm Univ. Senate A&S 2-72 22 Mar 2013 @ 2pm Uni. Senate committees		
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	02-22-13			
Janet Clark <i>EFS; CoAS; ECUS Chair Emeritus</i>	P	P	P	P	P	R			
Steve Dorman <i>University President</i>	N/A	P	P	P	R	R			
Paul Jones <i>Interim University President</i>	R	N/A	N/A	N/A	N/A	N/A			
Joshua Kitchens <i>EFS; Library</i>	P	P	P	R	P	P			
Matthew Liao-Troth <i>Interim Provost</i>	P	R	P	P	P	P			
Deborah MacMillan <i>EFS; CoHS</i>	P	P	P	P	P	R			
Lyndall Muschell <i>EFS; CoE; ECUS Vice-Chair</i>	P	P	P	P	P	P			
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P	P	P	P	P	P			
Catherine Whelan <i>EFS; CoB; ECUS Chair</i>	R	P	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 _____