

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

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

**MEETING LOCATION:** PARKS ADMINISTRATION BUILDING, ROOM 301

**ATTENDANCE:**

<b>MEMBERS</b>				<b>“P” denotes Present, “A” denotes Absent, “R” denotes Regrets</b>			
<b>P</b>	Janet Clark (CoAS, ECUS Chair Emeritus)	<b>P</b>	Deborah MacMillan (CoHS)				
<b>P</b>	Steve Dorman (University President)	<b>P</b>	Lyndall Muschell (CoE, ECUS Vice-Chair)				
<b>R</b>	Joshua Kitchens (Library)	<b>P</b>	Craig Turner (CoAS, ECUS Secretary)				
<b>P</b>	Matthew Liao-Troth (Interim Provost)	<b>R</b>	Catherine Whelan (CoB, ECUS Chair)				
<b>GUESTS:</b>							
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.						

<b>AGENDA TOPIC</b>	<b>DISCUSSIONS &amp; CONCLUSIONS</b>	<b>ACTION OR RECOMMENDATIONS</b>	<b>FOLLOW-UP</b> {including dates/responsible person, status (pending, ongoing, completed)}
<b>I. Call to order</b>	Given that Catherine Whelan had extended regrets and was unable to attend this meeting, the meeting was called to order at 2:04 pm by Lyndall Muschell (Vice-Chair).		
<b>II. Approval of Agenda</b>	A motion to approve the agenda was made and seconded.	The agenda was approved as circulated.	
<b>III. Approval of Minutes</b>	A motion to consider the DRAFT 01 Mar 2013 ECUS-SCC minutes was made and seconded. These minutes had been circulated via email to the committee and standing	The 01 Mar 2013 ECUS-SCC minutes were approved as posted to the minutes.gcsu.edu site.	

	committee chairs for review and there was an editorial change of a “eee” to a “ee” and there were amendments to the FAPC, RPIPC, and Provost reports. The minutes had been posted as amended to the minutes.gcsu.edu site.		
<b>IV. Reports</b>			
<b>President’s Report</b> <b>Steve Dorman</b>	President Dorman elected to provide no formal report.		
<b>Provost’s Report</b> <b>Matthew Liao-Troth</b>	<ol style="list-style-type: none"> <li>1. <b><u>Writing Center Moves to the Library</u></b> <ol style="list-style-type: none"> <li>a. The Writing Center has successfully transitioned to the second floor of the Library.</li> <li>b. There are now five centers located on the library’s second floor, specifically there are centers for writing, learning, research, reference and circulation.</li> </ol> </li> </ol>		
<b>SCoN (Subcommittee on Nominations)</b> <b>Lyndall Muschell</b>	<ol style="list-style-type: none"> <li>1. <b><u>SCoN Meeting</u></b> Lyndall Muschell noted that she and Catherine Whelan have been preparing a draft of the slate and that they jointly propose that SCoN meet at the front end of the 5 April 2013 ECUS-SCC meeting to review and finalize the slate of nominees for the committees and officers of the 2013-2014 University Senate. This slate would then be considered by the 2013-2014 University Senate at its 26 Apr 2013 organizational meeting. This proposal was agreeable to those in attendance.</li> <li>2. <b><u>Public Art Committee</u></b> Lyndall Muschell reminded those present that SCoN was to nominate at least two members for seats</li> </ol>		

	<p>on the Public Art Committee. She noted that this had been discussed via email with SCoN members, The process that emerged during the email conversation was to send an email call to all faculty and all staff for nominations, including self-nominations, Making a nomination will require providing a reason for the candidacy – i.e. indicating why the nominee would be suitable for this particular committee service. SCoN will be able to review any nominations that are received at the 5 Apr 2013 meeting. A call for nominations will be made soon.</p>		
<p><b>V. Information Items</b> Actions/Recommendations</p>			
	<p><u>01 Mar 2013</u> <i>There was one information item provided.</i> 1. <b><u>Committee Annual Report</u></b> Catherine Whelan indicated her intent to send an email reminder to standing committee chairs regarding committee annual reports including the template and due date. Catherine reminded those present that this report should be completed in consultation with the committee.</p>		<p><u>01 Mar 2013</u> <i>Catherine Whelan will send an email reminder to standing committee chairs regarding committee annual reports including the template and due date.</i></p>
<p><b>VI. Unfinished Business</b> <b>Review of Action &amp; Recommendations, Provide updates (if any) to Follow-up</b></p>			
<p><b><i>Policies Procedures and Practices Manual (PPPM)</i></b></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> <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</i></p>

	<p><u>26 Oct 2012</u></p> <p>2. Catherine Whelan indicated that she had recently met with Dr. Mike Digby to discuss the next steps on the PPPM.</p> <p>3. 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.</p> <p>4. 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:</p> <p>a. <b><u>Restructuring:</u></b> 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.</p> <p>b. <b><u>Reformatting Policy Statements:</u></b> 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</p>		<p>or ECUS-SCC meeting.</p> <p><u>26 Oct 2012</u> Catherine Whelan will inform Mike Digby of PPPM Motion (26 Oct 2012) authorizing him to implement their jointly proposed next steps on the PPPM.</p>
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	<p><i>articulates the policy statement and its associated procedures (if such procedures exist).</i></p> <p>c. <b><u>Identifying / Resolving Conflicts:</u></b> <i>In some cases (such as Student Opinion Surveys), there are multiple versions of a policy statement that contain conflicting information. In these cases, the multiple versions will be identified, collated, and referred to ECUS for steering to the appropriate individual or policy committee for review and conflict resolution.</i></p> <p>d. <b><u>Authorizing Procedure / Practice:</u></b> <i>Some procedures and practices that are included in the PPPM are dated (inconsistent with perceived current procedure and practice) and some do not identify an individual (position) responsible and authorized for their maintenance. Such practices and procedures will be identified and referred to ECUS for steering to the appropriate individual or committee for review.</i></p> <p>5. <b><u>PPPM Motion (26 Oct 2012):</u></b> <i>A motion To acknowledge the excellent work on the PPPM by Dr. Mike Digby and authorize him to take the proposed next steps, to</i></p> <p>a. <i>modify section titles to support better indexing and facilitate the search/find function of the PPPM</i></p> <p>b. <i>coordinate the reformatting of existing policy statements in the PPPM, as necessary, to align them with the current standardized university policy format template and</i></p>		
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	<p><i>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),</i></p> <p><i>c. identify and collate conflicting versions of policies and refer these to ECUS for steering to the appropriate individual or policy committee for review and conflict resolution. and</i></p> <p><i>d. identify the practices and procedures that are either inconsistent with the perceived current practice or procedure and/or for which there is no individual (position) responsible and authorized for their maintenance and refer these to ECUS for steering to appropriate individuals or committees for review was made and seconded.</i></p> <p><b>6. <u>Change Log:</u></b> <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><b>Emergencies and Communication Channels in Classrooms</b></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</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>  <ol style="list-style-type: none"> <li><i>1. President Dorman to provide updates on the possible use and feasibility of VOIP.</i></li> <li><i>2. Catherine Whelan will</i></li> </ol></p>

	<p><i>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 completed before the conclusion of the Spring 2013 semester.</i></p> <p><u>22 Mar 2013</u> <i>At the 15 Mar 2013 meeting, Toi Franks indicated that VOIP phones will be installed in all classrooms during the Spring Break (March 25-29). This brings closure to 2012-2013 ECUS consideration of this matter.</i></p>		<p><i>gather information to inform deliberation.</i></p> <p>3. <i>Catherine Whelan will ensure that this topic is on the tentative agenda of a future ECUS or ECUS-SCC meeting.</i></p> <p><u>05 Oct 2012</u></p> <p>1. <i>President Dorman to provide updates on the possible use and feasibility of VOIP.</i></p> <p>2. <i>Catherine Whelan will gather information to inform deliberation.</i></p> <p>3. <i>Catherine Whelan did place this on the 05 Oct 2012 agenda and will ensure that this topic is on the tentative agenda of a future ECUS or ECUS-SCC meeting.</i></p> <p><u>22 Mar 2013</u> <i>Given the informational update by Toi Franks at the 15 Mar 2013 meeting of the University Senate, the actions listed under 05 Oct 2012 above are no longer necessary.</i></p>
<p><b>Faculty Development opportunities to assist faculty</b></p>	<p><u>28 Sep 2012</u> <i>Students with disabilities are increasingly</i></p>	<p><u>28 Sep 2012</u> <i>There was general agreement to</i></p>	<p><u>28 Sep 2012</u> 1. <i>Catherine Whelan will</i></p>

<p><b><i>in working with Students with Disabilities</i></b></p>	<p><i>common. Faculty training opportunities for dealing with the variety of disabilities, such as high functioning autism and Asperger's, is desirable. This may be particularly relevant if the disability could be disruptive to the classroom learning of other students.</i></p> <p><u>05 Oct 2012</u> <i>Those present were provided a brief synopsis of the issue (see above). Catherine Whelan indicated she would continue to gather more information to facilitate future deliberation on this matter.</i></p> <p><u>26 Oct 2012</u> <i>Catherine Whelan indicated that she has been attempting to identify a time to consult with the appropriate Disability Services personnel and anticipates finding time in the week of Oct 29 – Nov 2 to make this consultation.</i></p> <p><u>02 Nov 2012</u> <i>Catherine Whelan is scheduled to meet with Katy Washington, Director of Disability Services, to discuss the professional development opportunities for faculty in this area. More information will be shared as it becomes available.</i></p> <p><u>30 Nov 2012</u> <i>Catherine Whelan met with Katy Washington, Director of Disability Services, to discuss development opportunities for faculty in this area. Catherine indicated that</i></p> <ol style="list-style-type: none"> <li><i>1. Katy Washington will attend the Feb 2013 meeting of the University Senate</i></li> </ol>	<p><i>seek additional information on this matter including existing best practices.</i></p>	<p><i>gather information to inform deliberation.</i></p> <ol style="list-style-type: none"> <li><i>2. Catherine Whelan will ensure that this topic is on the tentative agenda of a future ECUS or ECUS-SCC meeting</i></li> </ol> <p><u>05 Oct and 26 Oct 2012</u></p> <ol style="list-style-type: none"> <li><i>1. Catherine Whelan will gather information to inform deliberation.</i></li> <li><i>2. Catherine Whelan will ensure that this topic is on the tentative agenda of a future ECUS or ECUS-SCC meeting.</i></li> </ol> <p><u>30 Nov 2012</u> <i>Catherine Whelan did place this item on the agenda of the 02 Nov 2012 ECUS-SCC meeting and also on the agenda of the 30 Nov 2012 ECUS meeting.</i></p> <p><u>22 Feb 2013</u> <i>Given Katy Washington was not in attendance of the 15 Feb 2012 meeting of the University Senate, Catherine Whelan will check to see if Katy Washington is able to</i></p>
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	<p><i>and provide information on development opportunities for faculty.</i></p> <p>2. <i>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> <p><u>22 Mar 2013</u> The delivery of a report by Katy Washington at the 15 Mar 2013 meeting of the University Senate provides closure to 2012-2013 ECUS consideration of this matter.</p>		<p><i>attend the 15 Mar 2013 meeting of the University Senate and provide info on development opportunities for faculty.</i></p> <p><u>22 Mar 2013</u> Katy Washington provided a report to the 2012-2013 University Senate at its 15 Mar 2013 meeting. This report summarized the role of the Office of Disability Services and extended an invitation to faculty and staff to call on them for any training in this area that may be needed.</p>
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<p><b>Health Care Network</b></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 2012</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"> <li>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></li> <li>b) <i>Catherine Whelan to ensure this item is added to the agenda of a future ECUS meeting.</i></li> </ul> <p><u>28 Sep 2012</u></p> <ul style="list-style-type: none"> <li>a) <i>Catherine Whelan did add this item to the 28 Sep 2012 ECUS agenda.</i></li> <li>b) <i>President Dorman will represent this concern in consultation with USG staff.</i></li> </ul>
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<p><b>Contingent Faculty Participation in Shared Governance</b></p>	<p><u>26 Oct 2012:</u></p> <ol style="list-style-type: none"> <li>1. Craig Turner suggested that the topic of contingent faculty participation in shared governance receive consideration by the committee at some future meeting.</li> <li>2. Before consideration of acceptance of this suggestion, clarification points were sought and offered including: <ol style="list-style-type: none"> <li>a. <b>Who are the contingent faculty?</b> The category of contingent faculty is used to refer to all non-tenure track faculty.</li> <li>b. <b>What is the current participation of the contingent faculty in shared governance?</b> 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.</li> <li>c. <b>Is there any external guidance on best practice of such participation?</b> Yes, the American Association of University Professors (AAUP) has statements on contingent faculty participation in shared governance that could inform this deliberation.</li> </ol> </li> <li>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</li> </ol>		<p><u>26 Oct 2012:</u></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Catherine Whelan will ensure that this topic is on the tentative agenda of a future ECUS or ECUS-SCC meeting.</li> </ol> <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> <p><u>22 Mar 2013</u> Catherine Whelan did</p>
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	<p><i>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>4. <i>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>  <i>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.</i></p> <p><u>22 Mar 2013</u>  The steering of this item to FAPC provides closure to 2012-2013 ECUS consideration of this matter.</p>		steer this matter to FAPC.
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<p><b>Faculty Friday (Social)</b></p>	<p><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></p> <p><u>22 Mar 2013</u>  There was a Faculty Friday held on Friday 8 March 2013 on the front porch of Atkinson Hall. This brings closure to 2012-2013 ECUS consideration of this matter.</p>	<p><u>30 Nov 2012</u>  <i>Catherine Whelan agreed to consult President Dorman on the feasibility of sponsoring another faculty reception.</i></p>	<p><u>30 Nov 2012</u>  <i>Catherine Whelan will consult with President Dorman on the feasibility of sponsoring another faculty reception.</i></p> <p><u>22 Mar 2013</u>  Catherine Whelan did consult with President Dorman on this matter.</p>
<p><b>Governance Calendar and Governance Retreat Planning Committee</b></p>	<p><u>30 Nov 2012:</u>  <i>Catherine Whelan reminded the members of the Executive Committee that ECUS should</i></p> <ol style="list-style-type: none"> <li><i>1. seek volunteers to serve on the Governance Retreat Planning Committee to plan the 2013 governance retreat and</i></li> <li><i>2. begin to prepare a draft the 2013-2014 governance calendar.</i></li> </ol> <p><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></p> <p><u>25 Jan 2013:</u></p> <ol style="list-style-type: none"> <li><b>1. Governance Retreat Planning Committee:(GRPC)</b></li> </ol>		<p><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></p> <p><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> <p><u>25 Jan 2013:</u></p> <ol style="list-style-type: none"> <li><i>1. Lyndall Muschell will send an email to the</i></li> </ol>

	<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><b>2. 2013-2014 Governance Calendar</b></p> <p>a. <i>Catherine Whelan agreed to serve as</i></p>		<p><i>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 22 Feb 2013 ECUS meeting.</i></p> <p>3. <i>Catherine Whelan will incorporate the recommended changes and prepare another draft the 2013-2014</i></p>
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	<p>point for the development of the 2013-2014 Governance Calendar.</p> <p>b. This is an ECUS function with a deadline of 1 April 2013.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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 meetings a month (department,</p>		<p>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> <p><u>01 Mar 2013</u></p> <p>1. Catherine Whelan did incorporate the ECUS recommended changes and did circulate Draft 2 the 2013-2014 Governance Calendar for review by the members of ECUS. and Standing Committee Chairs.</p> <p>2. Catherine Whelan did ensure that continued deliberation of the Governance Calendar is added as an agenda item for a future ECUS meeting when she added it to the tentative agenda of the 01 Mar 2013 meeting.</p> <p>3. Catherine Whelan to consult with President Dorman regarding meeting times for the blocks designated as</p>
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	<p><i>college, college committee) as in 2012-2013.</i></p> <p>iv. <i>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> <p><u>22 Feb 2013</u></p> <p><b>1. Governance Retreat Planning Committee:(GRPC)</b></p> <p>a. <i>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.</i></p> <p>b. <i>These estimates were comparable with last year’s retreat costs, and the exploration of the feasibility of these sites will continue.</i></p> <p><b>2. Governance Calendar</b></p> <p>a. <i>Catherine Whelan had circulated a draft of the governance calendar with the agenda. She circulated a comparison table of the proposed governance calendar for 2013-2014 with the 2012-2013 governance calendar. She also circulated an alternative proposal for 2013-2014 governance calendar provided to</i></p>		<p><i>“University Convocation?” on DRAFT 2.</i></p> <p><u>22 Mar 2013</u> Catherine Whelan did consult with President Dorman regarding meeting times for the blocks designated as “University Convocation?” on DRAFT 2</p>
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	<p>her by Craig Turner.</p> <p>b. Among the changes proposed in Catherine's draft were</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>iii. Reduce the number of senate meetings from 7 per academic year to 6 per academic year.</li> <li>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.</li> </ul> <p>c. Craig's draft differed from Catherine's in the following ways.</p> <ul style="list-style-type: none"> <li>i. Continue with 7 meetings of senate, senate committees, and ECUS/SCC rather than reducing the number of these meetings to 6.</li> </ul>		
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	<ul style="list-style-type: none"> <li>ii. <i>Schedule University Faculty meetings to comply with BoR Policy 3.2.3.</i></li> <li>d. <i>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.</i></li> <li>e. <i>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:</i> <ul style="list-style-type: none"> <li>i. <i>Remove the University Chairs Council meetings from the proposed calendar to make it more purely a calendar of governance meetings.</i></li> <li>ii. <i>Do not schedule university faculty meetings as they are not necessary given a clarification to the interpretation of BoR 3.2.3.</i></li> <li>iii. <i>Continue to keep the University Convocation meetings in the mix at one per semester and consult with President Dorman on that.</i></li> </ul> </li> </ul> <p><u>01 Mar 2013</u></p> <ul style="list-style-type: none"> <li>1. <i>Catherine Whelan had circulated a draft of the governance calendar with the</i></li> </ul>		
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*agenda. This was DRAFT 2 and included the changes made by the Executive Committee at its 22 Feb 2013 meeting when it reviewed DRAFT 1. A table comparing DRAFT 2 of the proposed 2013-2014 governance calendar with the 2012-2013 governance calendar had also been circulated with the agenda. The proposed changes were*

- i. Replace department, college committee, and college meetings with simply college meetings and defer the designation of these meetings (as college, college committee, and department) to the discretion of the colleges. This provides more flexibility for colleges to customize the meeting schedule. For the purposes of this discussion,, the library was considered a college. 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. Replace the University Chairs Council meetings with open meeting blocks and make the calendar more purely a calendar of governance meetings. University Chairs Council*

	<p>would have flexibility to select meeting times from the open blocks available.</p> <p>v. Roll professional development meeting type into the open category. Also, classify the reduced meetings above into open. Open meeting blocks increase from 2 in 2012-2013 to 24 in the proposed 2013-2014 calendar.</p> <p>vi. Continue to keep the University Convocation meetings in the mix at one per semester and consult with President Dorman on that.</p> <p>2. In addition, Catherine Whelan noted that the governance calendar is appropriately considered a prioritization calendar as it indicates which meetings have priority in a given block. The governance calendar is letting those individuals who schedule meetings during the Friday 2:00 to 5:00 common meeting blocks the meetings that take priority for a given block. So if group X schedules a meeting during a meeting block designated for University Senate, group X should not expect university senators or those individuals desiring to attend the university senate meeting to be in attendance of the group X meeting as University Senate has priority for such a meeting block.</p> <p>3. Catherine Whelan also indicated a desire to promote a new practice for 2013-2014. Specifically, as meetings are scheduled during the 2-5 Friday common meeting block, they would be added to a public calendar in such a way that all members</p>		
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- of the university community could see them. This would provide other meeting schedulers an opportunity to inform their selection of a meeting block with the latest list of meetings already scheduled.*
- 4. A recommendation for the addition of a fourth designated senate committee meeting block for the fall 2013 semester was offered from the floor. This recommendation did not receive sufficient support to be acted on.*
  - 5. DRAFT 2 of the 2013-2014 Governance Calendar was endorsed by a majority of those present. It should be noted that the scheduling of the University Convocation meetings is still uncertain and these are listed as “University Convocation?” on DRAFT 2 of the governance calendar.*

22 Mar 2013

**1. Governance Retreat**

- a. The governance retreat budget proposal that was circulated to the planning committee for review and approval via email was finalized to the satisfaction of all members of the planning committee. This proposal was submitted to President Dorman for consideration.
- b. Given the current economic reality, there may not be sufficient funds in the budgets to support an overnight retreat every year but perhaps every other year.
- c. There was a general sentiment that all things being equal, retreats away from campus are preferred to those

on campus.

**2. 2013-2014 Governance Calendar**

- a. A new draft of the 2013-2014 Governance Calendar was circulated with the agenda and was considered by the committee.
- b. It was noted that there were only two changes from the previous draft, the 2:00 pm ?University Convocation? events were no longer present. On Friday 16 Aug 2013, a 2:00 pm ?University Convocation? event was replaced by a 9:30 am University Faculty Meeting. On 17 Jan 2014, a 2:00 pm ?University Convocation? event was replaced by the two events 2:00 pm University Convocation and 3:30 pm Campus Reception.
- c. These changes related to the service recognition matter on the agenda. It was noted that the 16 Aug 2013 9:30 am University Faculty Meeting was intended to recognize faculty and would include introductions of the new faculty, announcements of any change in positions by current faculty, recognition of the tenures and promotions that were effective 1 Aug 2013 and recognition of the faculty who had completed a service recognition milestone (10 years, 15 years, 20 years, 25 years, 30 years, etc.). The 17 Jan 2014 meetings that were added would be a State of the University talk by the University President in combination with the formal service recognition ceremony

	<p>with a reception to follow this joint event.</p> <ul style="list-style-type: none"><li>d. It was noted that there was a notation of “Approved ECUS 3/22/2013” on the cover page of the proposed 2013-2014 Governance Calendar.</li><li>e. The draft of the proposed 2013-2014 Governance Calendar was approved for circulation as the final version by those in attendance.</li><li>f. This approval provides closure to the 2012-2013 ECUS consideration of the 2013-14 Governance Calendar.</li></ul>		
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<p><b>Electronic Presence (Website and Electronic Tools) of the University Senate</b></p>	<p><u>07 Dec 2012</u>  <i>Conversation Points included:</i></p> <ol style="list-style-type: none"> <li>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"> <li>i. <i>dysfunctional agenda tool,</i></li> <li>ii. <i>glitches in the online motion database,</i></li> <li>iii. <i>absence of staff support given the recent departure of Jay Lancaster,</i></li> <li>iv. <i>consideration of moving certain existing pages behind the firewall while leaving a public presence for the university senate, and</i></li> <li>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></li> </ol> </li> <li>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></li> <li>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></li> </ol> <p><u>25 Jan 2013</u></p>	<p><u>07 Dec 2012</u></p> <ol style="list-style-type: none"> <li>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></li> </ol>	<p><u>07 Dec 2012</u></p> <ol style="list-style-type: none"> <li>1. <i>Catherine Whelan will consult with Tanya Goette regarding the recoding of the online senator database.</i></li> <li>2. <i>Catherine Whelan will arrange a meeting of interested senate leaders to discuss the electronic presence of the University Senate.</i></li> </ol> <p><u>25 Jan 2013</u></p> <ol style="list-style-type: none"> <li>1. <i>Catherine Whelan will continue to follow-up on the items listed above under the date of 07 Dec 2012.</i></li> <li>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></li> </ol> <p><u>22 Feb 2013</u></p>
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	<p>1. Catherine Whelan agreed to 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.</p> <p><u>22 Feb 2013</u></p> <p>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.</p> <p>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.</p> <p>3. Catherine Whelan is planning to circulate the latest draft of the plan to the work group members for their review and feedback. .</p>		<p>1. Catherine Whelan has followed up on the items listed above under the date of 07 Dec 2012.</p> <p>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.</p> <p>3. Catherine Whelan will circulate the latest draft of the plan to the work group members for their review and feedback.</p>
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<p><b>Student Health Insurance (Suicide Clause)</b></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>  <i>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.</i></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>  <i>On behalf of ECUS, Catherine Whelan will steer this matter to SAPC for consideration.</i></p>
<p><b>Upcoming Elections and Selections for the 2013-2014 University Senate and its committees</b></p>	<p><u>25 Jan 2013</u></p> <ol style="list-style-type: none"> <li>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></li> <li>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></li> <li>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></li> <li>4. <i>Catherine Whelan will consult with President Dorman regarding the naming</i></li> </ol>		<p><u>25 Jan 2013</u></p> <ol style="list-style-type: none"> <li>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></li> <li>2. <i>Lyndall Muschell will serve as facilitator of the at-large election for the naming of a</i></li> </ol>

	<p><i>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></p> <p>5. <i>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.</i></p> <p>6. <b><u>At-large Election</u></b></p> <p>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></p> <p>b. <i>The University Senate bylaws charge ECUS to conduct the at-large election.</i></p> <p>c. <i>Lyndall Muschell agreed to take point on the implementation of the at-large election.</i></p> <p>d. <i>The deadline for completing the at-large election given in the University Senate bylaws is March 1.</i></p> <p>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></p> <p>f. <i>There was general agreement to use an on-line/electronic ballot to implement the at-large election.</i></p>		<p><i>successor to the elected faculty senator position presently held by Kirk Armstrong.</i></p> <p>3. <i>Lyndall Muschell and Catherine Whelan will draft an at-large election process for ECUS review.</i></p> <p><u>01 Feb 2013</u></p> <p>1. <i>Lyndall Muschell and Catherine Whelan did draft an at-large election process for ECUS review.</i></p> <p><u>22 Feb 2013</u></p> <p>1. <i>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.</i></p> <p>2. <i>Catherine Whelan has made good progress and will continue to facilitate item one under 25 Jan 2013 above.</i></p>
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22 Feb 2013

1. *Each of the academic unit elected faculty senator elections have reached successful conclusion. These election results have been announced via email by Catherine Whelan.*
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*

	<p><i>needed, additional contact is progressing.</i></p> <p>7. <i>Committee preference surveys for elected faculty senators and corps of instruction volunteers are in preparation and will be distributed as soon as they are available.</i></p>		
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<p><b>Recognitions (Certificates)</b></p>	<p><u>25 Jan 2013</u></p> <ol style="list-style-type: none"> <li>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"> <li>a. University Senators who are completing their term of service</li> <li>b. Committee Members (other than University Senators) who served on the standing committees</li> <li>c. Committee Officers</li> <li>d. Members of ECUS</li> </ol> </li> <li>2. Catherine Whelan sought guidance on the following details.       <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ol> </li> <li>3. Catherine Whelan indicated that she and Matthew Williams (graduate assistant) will begin to prepare the certificates for distribution.</li> </ol>		<p><u>25 Jan 2013</u></p> <ol style="list-style-type: none"> <li>1. Catherine Whelan and Matthew Williams to prepare certificates of recognition of       <ol style="list-style-type: none"> <li>a. University Senators who are completing their term of service</li> <li>b. Committee Members (other than University Senators) who served on the standing committees</li> <li>c. Committee Officers</li> <li>d. Members of ECUS</li> </ol> </li> </ol> <p><u>22 Feb 2013</u> There was confirmation that Catherine Whelan and Matthew Williams will prepare these recognitions.</p>
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<p><b>University Senate Agenda and Minutes Review</b></p>	<p><u>01 Mar 2013</u></p> <p>1. <b><u>Tentative Agenda 15 Mar 2013:</u></b> Based on the committee reports at this meeting,</p> <p>a. <b><u>Motions</u></b> There will be up to one motion on the agenda of the 15 Mar 2013 meeting of the University Senate, specifically from FAPC (1): Post-Tenure Review.</p> <p>b. <b><u>Reports</u></b> Committee and administrative reports will also be agenda items.</p> <p>c. <b><u>Disability Development</u></b> Catherine Whelan noted that Director of Disability Services, Katy Washington, was scheduled to attend the 15 Feb 2013 meeting of the University Senate, to provide information on professional development for faculty. As this did not occur, Catherine intends to follow-up with Katy Washington to see if this can be rescheduled for the 15 Mar 2013 meeting of the University Senate.</p> <p>d. <b><u>Invitees</u></b> Given that the meeting agenda will contain at most one motion for deliberation, Catherine Whelan is planning to seek possible invitees to continue the “put a name with a face” that was an agenda item of meetings earlier in the academic year. Possible invitees mentioned at this meeting include an individual from athletics and one or more individuals to field questions and provide information regarding the recycling topic mentioned in the RPIPC report of this meeting wherein</p>		<p><u>01 Mar 2013</u></p> <p>1. Catherine Whelan will draft the tentative agenda of the 15 Mar 2013 meeting of the University Senate.</p> <p>2. Catherine Whelan to extend invitations to Katy Washington, name to face guests (athletics) and one or more individuals for the recycling initiative.</p> <p>3. Motions to be entered into the online motion database by FAPC (possibly one).</p> <p>4. Craig Turner will edit the ECUS and RPIPC reports in the draft as directed and distribute to the university senators the draft university senate minutes for the 15 Feb 2013 meeting providing the university senators an opportunity to review these minutes.</p> <p><u>22 Mar 2013</u></p> <p>1. Catherine Whelan did draft the tentative agenda of the 15 Mar 2013 meeting of the University Senate.</p>
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	<p><i>faculty/staff office trash bins were to be replaced by recycling bins as a cost-saving/encourage-sustainability measure. At the discretion of Catherine Whelan, other invitees may be included.</i></p> <p>2. <b><u>Minutes 15 Feb 2013 Circulation:</u></b> <i>A draft of the university senate minutes for the 15 Feb 2013 meeting was circulated to the attendees prior to the meeting. During this review there were editorial changes to the ECUS And RPIPC reports. In the ECUS report the word “Answer” was underlined to be consistent with the formatting and the word “rational” replaced “rationale.” In the RPIPC report, “BoR” was added as a modifier to guidelines and policy in the context of a question regarding the donation of sick leave from one employee to another individual (rather than the sick leave pool). The draft minutes were approved, as amended, for distribution to the university senators for review.</i></p>		<p>2. Catherine Whelan did extend invitations to Katy Washington, name to face guests (athletics) and one or more individuals for the recycling initiative.</p> <p>3. Motions were entered into the online motion database by FAPC (this motion delayed).</p> <p>4. Craig Turner did edit the ECUS and RPIPC reports in the draft as directed and distributed to the university senators the draft university senate minutes for the 15 Feb 2013 meeting providing the university senators an opportunity to review these minutes</p>
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<b>VII. New Business</b> <b>Actions/Recommendations</b>			
<b>Service Recognition</b>	<ol style="list-style-type: none"> <li>1. <b><u>Concerns</u></b> Leading up the recent service recognition ceremony, several concerns were heard regarding service recognitions. Among these concerns were <ol style="list-style-type: none"> <li>a. A failure to recognize all the years for employees who had non-contiguous service.</li> <li>b. The timing: scheduling the ceremony during a class meeting time rather than a common meeting time block.</li> <li>c. Recognition Lag: (being recognized for your nth year of service late in your (n+1)st year where n = 10, 15, 20, 25, 30, ...) This concern was expressed primarily by members of the faculty.</li> </ol> </li> <li>2. <b><u>The Proposal</u></b> A proposal called <i>Service Recognition Policy</i> had been circulated with the agenda. This document included all the standard information called for by the policy template and included some proposed procedural recommendations. The main concerns were addressed as <ol style="list-style-type: none"> <li>a. The proposal advocates for all years of service being recognized including non-contiguous years of service. Further, it proposes that each year (Aug 1) all supervisors will receive a list of employees and service time and will be asked to review with each employee they supervise the service time showing and either confirm that time as accurate or offer a correction to the time. This should ensure that the service time of each employee is accurately recorded.</li> <li>b. The service recognition ceremony will</li> </ol> </li> </ol>		<ol style="list-style-type: none"> <li>1. Lyndall Muschell and Catherine Whelan to ensure that a motion is entered into the online motion database with the relevant supporting documentation for the proposed “Service Recognition Policy.”</li> </ol>

	<p>be scheduled during a common meeting time rather than a class time. In particular for 2013-2014, the service recognition ceremony will be combined with the State of the University address by the University President and is slated for Friday 17 Jan 2014 at 2 pm with a Campus Reception to follow at 3:30 pm.</p> <p>c. The service recognition lag concern will be addressed for faculty by first recognizing faculty eligible for the service recognition at the earliest opportunity – a faculty meeting in August prior to classes beginning. For 2013-2014, this is scheduled for Friday January 16 at 9:30 am wherein a variety of faculty recognitions will be made, among them years of service recognitions. The formal recognition (receiving of the token) will be done at the January ceremony, yet the eligible faculty members will be recognized in front of their peers at the August faculty meeting.</p> <p>3. <b><u>Endorsement</u></b> After hearing the proposal in its entirety, a motion that <i>ECUS sponsor the proposal entitled “Service Recognition Policy” as a formal motion for consideration by the 2012-2013 University Senate at its 19 Apr 2013 meeting</i> was made, seconded, and approved with no further discussion.</p>		
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<p><b>Adviser Change Process</b></p>	<ol style="list-style-type: none"> <li>1. A concern about the perception of the lack of a clear process to make a change to the academic adviser was offered for consideration. An anecdotal experience was relayed in which a student advisee was in academic distress and the adviser of record was not being notified. When attempting to make an adviser change, the individual requesting the change was given conflicting information and unable to complete the change.</li> <li>2. Other faculty responded indicating that in their departments, the administrative assistant was able to modify the academic adviser for students in their departments.</li> <li>3. The faculty member who reported the concern will take this information back to the source of the concern and attempts will be made to find resolution of this concern.</li> <li>4. The concern may re-emerge at a future meeting to seek additional clarification in the event resolution cannot be achieved.</li> </ol>		
<p><b>Locking Classrooms</b></p>	<ol style="list-style-type: none"> <li>1. A concern was raised regarding the requirement to lock classroom doors between classes during the day in a certain classroom building on campus.</li> <li>2. The concern was expressed that the current practice of requiring the classroom doors to be locked between each class period creates a safety hazard in that hundreds of students are milling about in the hall waiting for large lecture classes to be unlocked, and this practice additionally promotes a "prison lockdown" culture rather than an "inviting learning space" culture for our</li> </ol>		

	<p>students.</p> <p>3. A brief clarification of details occurred.</p> <p>4. There was general agreement that there was a trade-off between security and convenience and that for security reasons classrooms should be locked, but perhaps at the end of the final class for the day and not necessarily between classes.</p> <p>5. President Dorman indicated his intention to follow-up on this matter and seek additional information to see what (if anything) he might do about it.</p>		
<b>VIII. Next Meeting</b> (Tentative Agenda, Calendar)			
<b>1. Calendar</b>	<p>5 Apr 2013 @ 2pm ECUS/SCC Parks 301</p> <p>19 Apr 2013 @ 2pm Univ. Senate A&amp;S 2-72</p> <p>26 Apr 2013 @ 2pm Organizational Meetings of the 2013-2014 University Senate and its committees.</p>		
<b>2. Tentative Agenda</b>	<p>Some of the deliberation today may have generated tentative agenda items for future ECUS and ECUS-SCC meetings.</p>		<p>Catherine Whelan will ensure that such items are added to agendas of the appropriate ECUS and/or ECUS-SCC meetings.</p>
<b>IX. Adjournment</b>	<p>As there was no further business to consider, a motion to adjourn was made and seconded.</p>	<p>The motion to adjourn was approved and the meeting adjourned at 2:51 pm.</p>	

**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:** 2012-2013

**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	03-22-13		
Janet Clark <i>EFS; CoAS; ECUS Chair Emeritus</i>	P	P	P	P	P	P	R	P		
Steve Dorman <i>University President</i>	N/A	P	P	P	R	R	P			
Paul Jones <i>Interim University President</i>	R	N/A	N/A	N/A	N/A	N/A	N/A			
Joshua Kitchens <i>EFS; Library</i>	P	P	P	R	P	P	R			
Matthew Liao-Troth <i>Interim Provost</i>	P	R	P	P	P	P	P			
Deborah MacMillan <i>EFS; CoHS</i>	P	P	P	P	P	R	P			
Lyndall Muschell <i>EFS; CoE; ECUS Vice-Chair</i>	P	P	P	P	P	P	P			
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P	P	P	P	P	P	P			
Catherine Whelan <i>EFS; CoB; ECUS Chair</i>	R	P	P	P	P	P	R			

**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	03-01-13			
Janet Clark <i>EFS; CoAS; ECUS Chair Emeritus</i>	P	R	P	P	P	P			
Steve Dorman <i>University President</i>	P	R	P	R	R	R			
Joshua Kitchens <i>EFS; Library</i>	P	P	P	P	P	R			
Matthew Liao-Troth <i>Interim Provost</i>	P	P	P	R	P	P			
Deborah MacMillan <i>EFS; CoHS</i>	P	P	R	P	P	P			
Lyndall Muschell <i>EFS; CoE; ECUS Vice-Chair</i>	P	P	P	P	P	R			
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P	P	P	P	P	P			
Catherine Whelan <i>EFS; CoB; ECUS Chair</i>	P	P	P	P	P	P			
Bryan Marshall <i>EFS; CoB; APC Chair</i>	R	R	P	P	P	P			
Susan Steele <i>EFS; CoHS; CAPC Chair</i>	P	P	R	P	P	P			
Leslie Moore <i>EFS; CoHS; FAPC Chair</i>	P	P	P	R	P	P			
Maureen Horgan <i>EFS; CoAS, RPIPC Chair</i>	P	P	P	P	P	R			
Dianne Chamblee <i>EFS; CoHS, SAPC Chair</i>	P	P	P	P	R	P			

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

DATE \_\_\_\_\_