

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

MEETING DATE & TIME: 23 AUG 2013; 2:00 –3:15

MEETING LOCATION: 301 PARKS ADMINISTRATION BUILDING

ATTENDANCE:

MEMBERS	“P” denotes Present, “A” denotes Absent, “R” denotes Regrets
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P	Kelli Brown (Provost)	P	Susan Steele (CoHS, ECUS Vice-Chair)
R	Steve Dorman (University President)	P	Craig Turner (CoAS, ECUS Secretary)
P	Joshua Kitchens (Library)	P	Catherine Whelan (CoB, ECUS Chair Emeritus)
P	Lyndall Muschell (CoE, ECUS Chair)		

<p>GUESTS: Carly Jara (Graduate Assistant of the 2013-2014 University Senate)</p>
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<i>Italicized text denotes information from a previous meeting.</i>	
*Denotes new discussion on old business.	

AGENDA TOPIC	DISCUSSIONS & CONCLUSIONS	ACTION OR RECOMMENDATIONS	FOLLOW-UP {including dates/responsible person, status (pending, ongoing, completed)}
I. Call to order	The meeting was called to order at 2:00 pm by Lyndall Muschell (Chair).		
II. Approval of Agenda	A <u>MOTION</u> to approve the agenda was made and seconded. Lyndall Muschell noted her desire to add the governance retreat under the informational items. This amendment to the agenda was accepted by those present.	The agenda was approved as amended.	
III. Approval of Minutes	As this was the first meeting of the 2013-2014 Executive Committee, there were no ECUS minutes to review.		

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 Kelli Brown	<ol style="list-style-type: none"> 1. <u>Program Prioritization</u> <ol style="list-style-type: none"> a. The work on program prioritization is progressing. b. Dr. Jason Huffman, former Director of Strategic Initiatives, has been hired as a consultant to support program prioritization. 2. <u>SACS</u> <ol style="list-style-type: none"> a. This initiative is proceeding right on schedule. b. September 6 is the date on which the SACS documents will be delivered and submitted for review. 3. <u>QEP (Quality Enhancement Plan)</u> <ol style="list-style-type: none"> a. Dr. Steven Jones and Dr. Julia Metzker are co-chairs of the QEP committee. b. I have asked them to provide each of the individuals on campus that have had a hand in the QEP development to this point the opportunity to serve as committee members. c. The theme/topic of the QEP is "Building a Culture of Engaged Learning" with a focus on Community-based engaged learning. d. Dr. Jason Huffman, former Director of Strategic Initiatives, has been hired as a consultant to support the QEP. 4. <u>Martha Daniel Newell Visiting Scholar</u> <ol style="list-style-type: none"> a. The proposed scholar for 2014 has been submitted for BoR approval. 5. <u>D2L Analytics</u> 	<p>A concern regarding the QEP was expressed based on hallway conversations with constituents. There was a perception that the QEP topic/theme had been narrowed from "Building a Culture of Engaged Learning" to focus on community-based engaged learning. The concern was the perceived lack of transparency in how this focus was identified and determined.</p> <p>The Provost responded to indicate that</p> <ul style="list-style-type: none"> • a couple QEP committees that were active during Summer 2013 focused the QEP theme/topic to community-based engaged learning • it is desirable to focus the topic/theme of the QEP to make assessment more viable • there is still time for interested individuals on campus to inform the continuing deliberation of the still-being-constituted QEP committee that will be co-chaired by Steven Jones and Julia Metzker 	

	<ul style="list-style-type: none"> a. There will be an overview of D2L Analytics next week with a visiting consultant. b. Student Success Collaborative (piloting this fall) will be compared with D2L Analytics. c. D2L (Desire 2 Learn) is distinct from D2L Analytics. 	<ul style="list-style-type: none"> • the work of this new QEP committee should be more transparent than was the work done over Summer 2013. 	
V. Information Items Actions/Recommendations			
2013-14 ECUS Secretary	Craig Turner was elected Secretary by the 2013-2014 Executive Committee at their first committee breakout session of the 2013 Governance Retreat.		
2013-14 Graduate Assistant	Ms. Carly Jara has been selected to serve as the Graduate Assistant of the 2013-2014 University Senate.		
2013-14 Parliamentarian	John Sirmans has graciously agreed to serve as Parliamentarian of the 2013-2014 University Senate.		
2013-14 ECUS Operating Procedures	<ul style="list-style-type: none"> • A first draft of the operating procedures of the 2013-2014 Executive Committee was reviewed during a committee breakout session at the 2013 Governance Retreat where there were a couple of editorial suggestions offered and the committee members accepted the amendments and voted to approve the operating procedures as amended. Lyndall Muschell had agreed to incorporate the editorial revisions. • A second draft (as amended at the governance retreat) was recently circulated by Lyndall Muschell to the committee by email. 		

	<ul style="list-style-type: none"> • There were no further changes desired and there was consensus among members in attendance that the version circulated by email would serve as the committee operating procedures. • It was noted that the operating procedures include an amendment process to allow a mechanism for considering revisions (if any are proposed) during the academic year. 		
Electronic Tools	At the 2013 governance retreat, Doc St. Clair (from IT) indicated to Craig Turner that he was planning to oversee “fixes” to some the electronic tools of the University Senate. This might include the agenda tool and the motion database. His plan was to check with Tanya Goette, Chair of Information Systems & Computer Science, to see if she had any students that were able to assist in any of the necessary programming changes that support the tools. At present, this consultation is still in progress. More information on this matter will be forthcoming as it becomes available.		
Photos for University Senate	In consultation with University Photographer Tim Vacula, a new process for obtaining the “mug shots” (headshots) used in the online senator database would be implemented this year. The new process would have those needing “mug shots” to stop by Tim’s studio in Lanier Hall (2 nd floor) on their way to the University Senate meeting. This process will provide a higher quality and more uniform image. The old process of having Tim come to the meeting can be revived if necessary.		
University Senate Website	Catherine Whelan will circulate the draft of the proposed modifications made by the 2012-2013 University Senate Web Presence		1. Catherine Whelan to circulate the draft revisions to the web

	<p>Work Group to the members of the work group to confirm they are still desirable. The work group members were Bryan Marshall, Josh Kitchens, Craig Turner, Catherine Whelan, and Matthew Williams. After this consultation, Catherine Whelan will meet with John Hachtel to determine whether the desired modifications can be implemented.</p>		<p>presence work group. 2. Catherine Whelan to meet with John Hachtel.</p>
Governance Retreat	<ol style="list-style-type: none"> 1. There were 58 attendees, of whom 25 members responded to the survey. 2. Feedback narrative comments were overall quite positive, and the average rating for overall effectiveness was 4.61 out of 5. 3. The costs for the retreat were <ol style="list-style-type: none"> a. \$2000 for Rock Eagle (site/food) b. \$162 for printing/binding handbook c. The cost for the shuttle bus was not included in the costs above. 4. Lyndall Muschell noted that Craig Turner has prepared a web page to archive the documents that pertain to the 2013 governance retreat. The url for this site is http://info.gcsu.edu/intranet/univ_senate/Retreat_13/index.htm 		<ol style="list-style-type: none"> 1. Lyndall Muschell intends to prepare the governance retreat report.
VI. Unfinished Business Review of Action & Recommendations, Provide updates (if any) to Follow-up	.		
PPPM – Policies, Procedures and Practices Manual	<p>Catherine Whelan reported that</p> <ul style="list-style-type: none"> • Updates to the PPPM had been made and these were in compliance with the ECUS guidance to Mike Digby during 2012-2013. These included replacing any language that was a copy of BoR Policy Language with a link to BoR Policy. • Mike Digby did a vast amount of 		

	<p>work during 2012-2013 in reviewing the academic sections of the PPPM</p> <ul style="list-style-type: none"> • Student Opinion Surveys and Student Opinion Forms need to be collated and reviewed for consistency • the “new” (revised & reformatted) version of the PPPM is still lurking in the background and its launch is anticipated soon. 		
VII. New Business Actions/Recommendations			
Items Steered to Committees Via Email Conversations	<ol style="list-style-type: none"> 1. Steered to CAPC were course proposals from the College of Education and Philosophy and Religion course proposals. 2. Steered to RIPC <ol style="list-style-type: none"> a. Missing Student Policy b. Diversity Action Plan (informational at present, with university senate endorsement desired at completion) 3. Returned to Sender <ol style="list-style-type: none"> a. Sexual Misconduct Policy – Jennifer Graham sent the ECUS feedback [a policy exists in the PPPM, there is a template for formatting proposed policies, a review of the proposed policy by University Counsel would be advisable, a link to relevant resources on such policies from the American Association of University Professors]. 4. IT Policy Development - Catherine Whelan will coordinate with Hance Patrick 		<ol style="list-style-type: none"> 1. Catherine Whelan to coordinate with Hance Patrick with respect to the IT Policy Development Proposal.

University Senate Budget	<ol style="list-style-type: none"> 1. This is the first year that University Senate has received a budget allocation. 2. There are two accounts. <ol style="list-style-type: none"> a. \$5000 in state funds (no rollover) b. \$3500 in foundation (no rollover) 3. It is not known whether funds could be encumbered – possibly for example to support the 2014 Governance Retreat. 		<ol style="list-style-type: none"> 1. Lyndall Muschell to check with Monica Starley regarding the rollover and ability to encumber funds.
USGFC Travel Reimbursement	<ol style="list-style-type: none"> 1. Susan Steele, Presiding Officer Elect of the University Senate and the Voting Member of the University System of Georgia Faculty Council (USGFC), had inquired by email about USGFC meeting travel reimbursement. The email feedback proposed ECUS consideration of using the University Senate budget for this reimbursement. 2. A MOTION to adopt a standing practice to reimburse costs (mileage, hotel, registration, etc.) incurred by the Presiding Officer Elect to attend and participate as a voting member of the USGFC was made and seconded. 3. Other ideas for possible funding to further consider included social events for faculty, higher education brown bags (civic leaders). 4. It was recommended that Lyndall Muschell invite feedback from university senators by email and at their 13 Sep 2013 meeting. 	<p>The motion of item 2 (USGFC reimbursement) was approved with no discussion.</p> <p>The recommendation of item 4 (seeking feedback on using budget from senators) was unanimously endorsed by those present.</p>	<ol style="list-style-type: none"> 1. Lyndall Muschell to seek feedback from the university senators regarding the use of the budget allocation for university senate both by email and at their 13 Sep 2013 meeting.
2013-2014 SCoN (Subcommittee on Nominations) Composition and Chair	<ol style="list-style-type: none"> 1. A MOTION to appoint Catherine Whelan as the Chair of the 2013-2014 SCoN and to appoint all members of the Executive Committee, the Standing Committee Chairs, the SGA President, the Staff Council Chair, and the Chair of SoCC as members of the 2013-2014 SCoN was 	<p>The motion for appointing chair and committee membership of the 2013-2014 SCoN was approved with no further discussion.</p>	

	made and seconded.		
Point Persons for Recurring ECUS Functions	<p>Some of the recurring functions of ECUS, which can be found in the University Senate Bylaws and the ECUS checklists document, were considered and assigned points.</p> <ul style="list-style-type: none"> • Provost Brown – Corps of Instruction List • Catherine Whelan – Letters to Deans of Colleges for Election of Elected Faculty Senators • Lyndall Muschell – Preparation of the 2013 Governance Retreat Report. • Craig Turner – Apportionment • Susan Steele – Chair of the 2013-2014 Governance Retreat Planning Committee. • To be determined – Point for the drafting of the 2014-2015 Governance Calendar 		
VIII. Next Meeting (Tentative Agenda, Calendar)			
1. Calendar	<p>13 Sep 2013 @ 2pm Univ. Senate A&S 2-72 4 Oct 2013 @ 2pm Uni. Senate committees 4 Oct 2013 @ 3:30pm ECUS/SCC Parks 301</p>		
2. Tentative Agenda	Some of the deliberation today generated tentative agenda items for future ECUS and ECUS-SCC meetings.		Lyndall Muschell 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 the meeting was made and seconded.	The motion to adjourn was approved and the meeting adjourned at 3:11 pm.	

Distribution:

First; To Committee Membership for Review
Second: Posted to the Minutes Website

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

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

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

ACADEMIC YEAR: 2011-2012

AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:

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

Acronyms	EFS = Elected Faculty Senator; CoAS = College of Arts & Sciences, CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences								
Meeting Dates	08-23-13								
Kelli Brown <i>Provost</i>	P								
Steve Dorman <i>University President</i>	R								
Joshua Kitchens <i>EFS; Library</i>	P								
Lyndall Muschell <i>EFS; CoE; ECUS Chair</i>	P								
Susan Steele <i>EFS; CoHS; ECUS Vice-Chair</i>	P								
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P								
Catherine Whelan <i>EFS; CoB; ECUS Chair Emeritus</i>	P								

AGGREGATE ATTENDANCE RECORD FOR MEETINGS OF THE EXECUTIVE COMMITTEE AND STANDING COMMITTEE CHAIRS
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Catherine Whelan <i>EFS; CoB; ECUS Chair</i>										
Howard Woodard <i>EFS; CoB; APC Chair</i>										
Cara Meade <i>EFS; CoE; CAPC Chair</i>										
Alex Blazer <i>EFS; CoAS; FAPC Chair</i>										
Maureen Horgan <i>EFS; CoAS, RPIPC Chair</i>										
Doreen Sams <i>EFS; CoB, SAPC Chair</i>										

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

DATE _____-