

**2012-2013 University Senate
Minutes for the 16-Nov-2012 Meeting**

University Senate Officers: Presiding Officer Catherine Whelan, Presiding Officer Elect Lyndall Muschell, Secretary Craig Turner

Present: Susan C. Allen, Kay Anderson, Kirk Armstrong, Andrei Barkovskii, Beauty Bragg, Ryan Brown, Scott Butler, Dianne Chamblee, Jan Clark, Ben Davis, Steve Dorman, Toi Franks, Sandra E. Godwin, Jennifer Graham, Maureen Horgan, Amanda Jarriel, Josh Kitchens, Matthew Liao-Troth, Deborah MacMillan, Mary Magoulick, Bryan Marshall, Beth McCauley, Ken McGill, Cara Meade, Leslie Moore, Brian Mumma, Lyndall Muschell, Amy Pinney, Jason Rich, Holley Roberts, Mike Rose, Chris Skelton, Susan Steele, Amy Sumpter, John R. Swinton, Craig Turner, Catherine Whelan, Stephen Wills.

Absent: Cody Allen, James Bridgeforth, David de Posada, Greg Mahan, William Miller, Sarah Rose Remmes, Doreen Sams.

Regrets: Carrie Cook, Macon L. C. McGinley, Julia Metzker, Michael Murphy, Indiren Pillay.

Guests: Anna Burton *Community Director*,
Douglas A. Goings *Parliamentarian of the 2012-2013 University Senate*,
Julia Hann *Director for Internal Audit and Advisory Services*,
Paul Jahr *Associate Vice President for Student Affairs*,
Elaine E. Whitaker *Department Chair of English and Rhetoric*,
Matthew Williams *Graduate Assistant of the 2012-2013 University Senate*.

Call to Order: Catherine Whelan, Presiding Officer of the 2012-2013 University Senate, called the meeting to order at 2:01 p.m.

Minutes: A draft of the minutes of the 26 Oct 2012 meeting of the 2012-2013 University Senate had been circulated by university senate secretary, Craig Turner, to the university senate by email for review with no revisions and was presented to those present for consideration. The minutes were approved as circulated.

Committee Reports: The following committee reports were given.

1. **CURRICULUM AND ASSESSMENT POLICY COMMITTEE (CAPC)** – Susan Steele

Officers: Chair Susan Steele, Vice-Chair Julia Metzker, Secretary Cara Meade

a. CAPC has three motions for your consideration.

i. **MOTION 1213.CAPC.001.P** On behalf of the committee, Susan Steele presented the motion *To adopt the policy described in the supporting document assuring that Georgia College remains in compliance with Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC or SACS) requirements for reporting substantive changes in programs and activities. A substantive change is defined as significant modification or expansion of the nature and scope of an accredited institution. Examples are provided in the supporting document.* Susan Steele indicated that this policy was necessary to comply with SACS requirements.

a) **SUPPORTING DOCUMENTS:** At the time it was presented, this motion had one supporting document entitled “Substantive Change Policy Document.”

b) **SENATE ACTION:** Motion 1213.CAPC.001.P was *approved* with no further discussion.

ii. **MOTION 1213.CAPC.003.C** On behalf of the committee, Susan Steele presented the motion *To establish the following policy: Any study abroad experience in which a student earns course credit shall be considered to carry a Global Perspectives overlay.*

a) **SUPPORTING DOCUMENTS:** At the time it was presented, this motion had no supporting documents.

b) **CLARIFICATION:** A clarification from the floor was sought to inquire whether this would include a study abroad experience in Canada. The response from the floor was that the

intent was to include any experience classified as a study abroad independent of the cultural similarities to the United States that may or may not be present.

c) **SENATE ACTION**: Following the clarifications, Motion 1213.CAPC.003.C was *approved* with no further discussion.

iii. **MOTION 1213.CAPC.004.C** On behalf of the committee, Susan Steele presented the motion *To change the Global Perspectives (GL) overlay requirement in the core curriculum in the undergraduate catalog from: "Two exposures must be completed in the core; the remaining exposure may be completed in any part of a student's curriculum." to read as: "Students are required to complete three courses with the global overlay, one of which must be completed as part of the student's core curriculum."*

a) **SUPPORTING DOCUMENTS**: At the time it was presented, this motion had one supporting document entitled "Rationale for changes in global overlay."

b) **CLARIFICATIONS**:

1) A clarification on the floor was sought on the "to read as:" statement regarding a qualifier on the word one, asking whether *exactly* one, *at least* one, or *at most* one was intended. The response from the floor was that *at least one* was the intent.

2) Another clarification from the floor was offered to indicate that the word *exposures* replace the word *courses* in the "to read as:" statement.

3) Susan Steele indicated that the motion was intended to read as amended by these clarifications and that the motion on which university senators were being asked to vote was intended to be *To change the Global Perspectives (GL) overlay requirement in the core curriculum in the undergraduate catalog from: "Two exposures must be completed in the core; the remaining exposure may be completed in any part of a student's curriculum." to read as: "Students are required to complete three exposures with the global overlay, at least one of which must be completed as part of the student's core curriculum."*

c) **SENATE ACTION**: Motion 1213.CAPC.004.C was *approved* as clarified.

2. **SUBCOMMITTEE ON CORE CURRICULUM** (SoCC) – John Swinton

Officers: Chair John Swinton, Vice-Chair Mary Magoulick, Secretary Kay Anderson

a. **New Global Overlay Approvals**:

i. MATH 4010

ii. SOCI 3446

b. **Important Discussions**:

i. SoCC as a matter of policy will not consider Modern Foreign Languages at or below the level of 2002 for Global Overlay status. The argument is that too many students on campus must take two or three of these courses as a requirement for the BA and BS degrees. Because one of the intents of the new core curriculum was to encourage students to get a more global perspective than they are likely to get in other USG universities, we decided that we would not create this short-cut to satisfying our 3 global overlay rule.

ii. It has also been brought to our attention that earlier attempts to provide a name for our distinctive Core (and general education requirements) did not go through proper governance channels. Therefore, we are trying to figure out whether or not it is better to try to come up with a distinctive name that has campus wide recognition or to stick with the more prosaic terms Core and Gen Ed.

3. **ACADEMIC POLICY COMMITTEE** (APC) – Macon McGinley (APC Vice-Chair) for Bryan Marshall

Officers: Chair Bryan Marshall, Vice-Chair Macon McGinley, Secretary John Sirmans

a. APC has one motion for your consideration.

i. **MOTION 1213.APC.001.P** On behalf of the committee, Bryan Marshall presented the motion *Faculty will provide either a URL to required syllabus statements or include those statements on their syllabi so that students may access the information.* Bryan Marshall indicated that

the intent was to streamline the syllabus for a course and allow faculty members the option of citing the required syllabus statements on a web site rather than including them in their entirety on the syllabus.

a) **SUPPORTING DOCUMENTS:** At the time it was presented, this motion had one supporting document entitled “Required Syllabus Statements Policy and Procedures.”

b) **CLARIFICATIONS:**

1) A clarification on the floor was offered to preface the motion text with the phrase “To adopt the following as university policy.”

2) Bryan Marshall indicated that the motion was intended to read as amended by this clarification and that the motion on which university senators were being asked to vote was intended to be *To adopt the following as university policy: Faculty will provide either a URL to required syllabus statements or include those statements on their syllabi so that students may access the information.*

3) A clarification on the floor was sought regarding who was going to maintain the website with the required syllabus statements. Bryan Marshall responded to say that the intent of the APC was that the status quo be maintained and that the supporting document indicated that syllabus.gcsu.edu site would be maintained by the University Registrar. The University Registrar, Kay Anderson, indicated that she does not at present maintain this information, but that she is willing and able to follow the procedure as presently drafted. There was a suggestion that the APC follow-up to clarify that aspect of the procedure (the keeper of the required syllabus statements) following the meeting. This might result in the alignment of the procedure with the status quo once that status quo is determined.

c) **SENATE ACTION:** Motion 1213.APC.001.P was *approved* as clarified.

b. **APC Report Filed by Bryan Marshall:** The APC is continuing to work on several projects. After a brief introduction, the motion to create a common syllabus statement website was discussed. Following the discussion the motion was voted on and passed.

4. **FACULTY AFFAIRS POLICY COMMITTEE (FAPC)** – Leslie Moore

Officers: Chair Leslie Moore, Vice-Chair Mike Rose, Secretary Beauty Bragg

a. **Student Opinion Surveys** FAPC members attended a webinar to learn about the ETS SIR II student opinion survey, which is the second survey included in last year's recommendation to the provost. This completes FAPC's review of recommended student opinion surveys, and the group will now vote whether to endorse last year's recommendation. If FAPC does endorse, the information will be provided to full senate for their review and vote for endorsement. FAPC hopes to provide the information to full senate prior to the January 2013 senate meeting.

5. **STUDENT AFFAIRS POLICY COMMITTEE (SAPC)** – Dianne Chamblee

Officers: Chair Dianne Chamblee, Vice-Chair Amy Pinney, Secretary James Bridgeforth

a. **Adderall Abuse – Student Education** Senior nursing student leaders have completed the literature review and are in the process of developing the education program. The plan to conduct the teaching in the Residence Halls in late November is being evaluated and may be rescheduled until next semester. There is concern as to the attendance since it will be close to finals' week.

b. **Student Emergency Funding** I talked with Cathy Crawley from the financial aid office. She advised that the two accounts for emergency loans are no longer in the budget. She and her co-workers had requested that a discretionary fund for emergency student monies be set up to which they contributed. SGA representatives are working on possible activities to produce revenue for the fund. I have talked with Mr. Doerr since the meeting. He reported there was around \$500 in the account. Mr. Doerr will be attending our next SAPC meeting to discuss disseminating the information regarding this fund to faculty, staff and student leaders.

c. **Support for International & Military Students**

- i. **Military student support** Bryan Marshall will be taking the lead to set up a Registered Student Organization (RSO) for GCSU veteran students. It is hoped that there can be some collaboration with GMC. We plan to meet and identify possible involvement of SAPC in this initiative.
 - ii. **International student support** Dr. Sams has contacted the International Office as to reviving the adoptive family practice. She will be meeting with them later this month.
 - d. **Box Office Books** A representative from Box Office Books will attend our November SAPC meeting to provide answers to the committee members' questions regarding availability of books, book orders, etc.
 - e. **Counseling Services Satellite Center** Members have questions as to the possibility of having a satellite counseling center on main campus. The need for suitable transportation of students in crisis to appropriate sites for care has been resolved by the Crisis Assessment, Response and Education (CARE) program.
6. **STUDENT GOVERNMENT ASSOCIATION (SGA)** – Cody Allen
Officers: President Cody Allen, Vice President Stephen Hundley, Secretary Sarah Rose Remmes
- a. There was no SGA report at this meeting.
7. **RESOURCES, PLANNING AND INSTITUTIONAL POLICY COMMITTEE (RPIPC)** – Maureen Horgan
Officers: Chair Maureen Horgan, Vice-Chair Jennifer Graham, Secretary Benjamin Davis
- a. **Common Meeting Time:** The Common Meeting Time Task Force presented a final version of their statement to RPIPC at its 26 October meeting. This statement included consideration by the task force of revisions suggested at the 28 September RPIPC meeting and the 5 October ECUS-SCC meeting, and was accompanied by a list of “take-aways”, i.e. suggestions for implementation. The task force was asked to revise the latter list and bring both back to RPIPC for further consideration. Since 26 October, members of the Task Force met with Matthew Liao-Troth and Catherine Whelan and presented the final statement and the draft “take-aways.” Matthew has drafted *Procedures for the Class Scheduling and Common Meeting Time Policy* to circulate for feedback and review and ultimately (when finalized) include in the Policies, Procedures and Practices Manual. The Task Force is not expecting to do anything further at this time but will not disband in case there is further consideration by RPIPC of the common meeting time matters.
 - b. **Shared Leave:** The Shared Leave Pool Task Force presented their draft documents to RPIPC on 26 October for a proposed Shared Leave Pool. That morning, they received clarification from USG that annual leave cannot be shared, only medical leave, and will edit the document to remove all mention of shared annual leave. Other suggested revisions included:
 - i. revision of the definition of *immediate family*,
 - ii. allowing pool participants to make donations throughout the year and not just during the open enrollment period,
 - iii. allowing an appeal by the pool to the entire community, instead of just to pool participants, when donations are needed if the balance gets too low,
 - iv. documenting the appeals process, and
 - v. adding a statement about procedures to deal with possible abuse.
 This Task Force will present the revised document at the 30 November RPIPC meeting.
 - c. **Service Recognition Lag** will be addressed in Spring Term 2013
 - d. **Smoking Policy Enforcement:** Freshman Senator and SGA Student Services Representative Juawn Jackson attended the 26 October RPIPC meeting and presented suggestions to improve and better enforce the Smoking Policy.
 - i. Student suggestions included:
 - a) a centrally designated smoking area on main campus
 - b) signage to be posted around campus.
 - ii. RPIPC suggestions included:

- a) having an educational campaign to accompany any changes made
- b) address more frequent cleaning of the current designated smoking areas
- iii. Since 26 October, Kirk Armstrong convened a group that included Juawn Jackson, Aubrey Ethridge (SGA representative to RPIPC), and Larry Christenson (Executive Director of University Housing). Kirk reported to the assembled Senate that the group's discussion focused on positive peer pressure and education via the Colonnade, SGA PR Committee, Mass Communication's PR classes, and Rachel Sullivan (University Health Educator) to work on ways to promote the 3R's (reason, respect, responsibility) relative to adherence to the smoking policy across the campus.
- e. **Public Art Policy:** Suggested changes to the proposed policy to address public art were discussed, informed by consultations with University Architect Michael Rickenbaker and Art Department Chair Bill Fisher, and later (after 26 October) with Interim Provost Matthew Liao-Troth. Suggested revisions include:
 - i. Removing "selection" from the policy and procedures (leaving placement, maintenance, longevity and deaccessioning)
 - ii. Proposing membership for a committee on public art to develop procedures, and to handle interim requests (any requests relating to the placement, maintenance, longevity and deaccessioning of public art that are made before the procedures are developed). This proposed committee will be chaired by University Architect Michael Rickenbaker and will also include:
 - a) two other administrators designated by the Director of Facilities and the Vice President for University Advancement
 - b) three representatives appointed by University Senate (could include faculty and staff)
 - c) one student appointed by SGA

Maureen Horgan will present the revised draft of the public art policy at the 30 November RPIPC meeting.

8. **EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE** (ECUS) – Catherine Whelan

Officers: Chair Catherine Whelan, Vice-Chair Lyndall Muschell, Secretary Craig Turner

- a. **Chancellor's Visit** All elected faculty senators on the Executive Committee and the standing committee chairs were invited to attend a session of faculty leaders with Chancellor Hank Huckaby. While only four of these invitees were able to attend the session, each of the four colleges was represented. The topics of discussion included the following.
 - i. Faculty salaries and benefits
 - a) lack of raises and salary compression issues
 - b) lack of Milledgeville providers in network
 - c) 12 month payment option for 10 month employees
 - ii. Funding formula
 - a) impact on quality of the focus on RPG (retention, progression, and graduation) and/or Complete College Georgia
 - b) metric for graduation rates - institutions will be given credit for transfer students
 - iii. Online education
 - a) integration of online education in line with each institution's mission
 - b) impact on quality
- b. **Senate Website Issues**
 - i. Agenda tool still not working - minimal support from IT/IDEAS (recruiting new staff)
 - ii. Agendas to be added to the Repository on the Senate Webpage <http://senate.gcsu.edu>
 - iii. Discussion of providing limited external access to the senate web presence (access through CAS/Unify only for detailed information such as email list of all senators)
- c. **Broadcasting of University Senate Meetings**

- i. Discussion continuing
 - ii. Feedback welcome – contact any member of the Executive Committee to provide feedback.
 - d. **Disability Services** Katy Washington will attend the February 2013 university senate meeting to discuss faculty development opportunities and resources to support teaching and learning for students in need of accommodations.
 - e. **USGFC Report** Lyndall Muschell will provide a University System of Georgia Faculty Council (USGFC) report.
9. **UNIVERSITY SYSTEM OF GEORGIA FACULTY COUNCIL** (USGFC) – Lyndall Muschell
As Presiding Officer Elect, Lyndall Muschell is the institutional voting representative to the USGFC.
- a. **USFFC Representative and Meeting** Lyndall Muschell is the current USGFC representative for Georgia College and she attended the 27 Oct 2012 USGFC meeting at Georgia State University.
 - i. **Morning Session Q&A** The morning session of the meeting was a Question and Answer session with USG Chancellor Hank Huckaby and USG Chief Academic Officer Houston Davis. The topics included but were not limited to alien students, salary increases for state employees, funding formula, Complete College Georgia and concern about pressure for USG institutions to become “degree mills” (lowering academic standards to get more students through), academic representation on the Board of Regents, online education, USGFC communication with Chancellor and USG staff, role of the USGFC, and USG consolidations.
 - ii. **Afternoon Session Breakout Groups** The afternoon session of the meeting was self-selected break-out group consideration of budget, consolidations, USGFC and institutional governance, alien students and H.R.
 - b. **USGFC Report (Electronic Version)** Lyndall Muschell had filed an electronic version of her USGFC report with the 2 Nov 2012 Executive Committee with Standing Committee Chairs meeting minutes. That report provides more detail on the Q&A session and is attached to these minutes as a supporting document entitled *USGFC_Report_2012-10-27.pdf*.

President’s Report: President Steve Dorman

- 1. **Bomb Threat** Thanks to all faculty and staff who assisted in clearing campus during the recent bomb threat. Faculty and Staff are to be commended for your assistance in helping us to clear campus in an orderly way. As in any event of this type we want to know ways that we might improve. If there are suggestions that you have on how the evacuation could have been done better, please do not hesitate to contact me, your dean or the provost.
- 2. **Listening Tour Ends** Next week will mark the end of my official “listening tour”. This doesn’t mean I will stop listening, just that the formal meetings with groups will come to an end. If there are things you think I need to know before I start ‘talking,’ then please don’t hesitate to get in contact with me.
- 3. **Campus Budget Forum** Next Monday (19 Nov 2012) we will be holding budget planning meetings in the museum education room. I hope that many of you that can will be present for that. I will start the day off at 8:45 with a presentation about trends in the university budget. The presentations as I understand it will be posted on the budget website.
- 4. **Calendar** Other important upcoming save-the-dates are:
 - a. **7 Dec 2012** *Annual Holiday Celebration for Faculty and Staff* 4:30-6:30 at the Old Governor’s Mansion
 - b. **8 Dec 2012** *Fall Commencement* 1:00 in Centennial Center
 - c. **14 Jan 2013** *State of the University Address* 2:00 in Russell Auditorium (this will replace University Convocation on February 1, 2013)
 - d. **7 Mar 2013** *Service Recognition Ceremony* 2:00 in the Magnolia Ballroom
 - e. **4 Apr 2013** *Retirement Lunch* 12:00 in the State Dining Room of the Old Governor’s Mansion
 - f. **16 Apr 2013** *Annual Faculty/Staff Picnic* 5:00 on Front Campus
- 5. **Recognitions** Congratulations to Shaina McGill who was recognized at the Board of Regents meeting last week for winning the outstanding individual gold award for customer service – the highest

individual award given in the system for customer service. Also, congratulations to Dr. Paul Jones who was recognized at the Board of Regents meeting for his recent award as Outstanding Alumni from Utah State University.

6. **Question & Answers** President Dorman invited questions from the floor.
 - **Bomb Threat Questions** Is the investigation ongoing? Was the bomb threat credible?
 - **Bomb Threat Answers** At the time, the bomb threat was considered to be credible and this was evidenced by the campus evacuation that we implemented. The investigation on this bomb threat is ongoing and it is my understanding that local law enforcement is offering a reward for additional information (leading to an arrest/conviction?).
 - **Provost Search Question** Can you provide an update on the Provost's Search?
 - **Provost Search Answer** The recent "airport interviews" of ten candidates were held in Macon and have resulted in a short list of four candidates for campus interviews with one back-up candidate named in case any candidate on the short list should withdraw. These campus interviews are scheduled for Nov 28, Nov 29, Dec 5, and Dec 6. Each of these campus interviews includes an open forum to which all members of the university community will be invited.

Provost's Report: Interim Provost Matthew Liao-Troth

1. **Class Scheduling Common Meeting Time Procedures:** I will share my current draft of *Procedures for Class Scheduling and Common Meeting Time Policy* with university senate secretary Craig Turner and ask him to attach it as a supporting document to the minutes for this meeting. I invite you to review these draft procedures and welcome your feedback.

Unfinished Business:

1. There was no unfinished business.

New Business:

1. **CALENDAR** Catherine Whelan reminded all present of committee meetings 30 Nov 2012 at 2:00 pm.
2. **GRADUATE ASSISTANT** Catherine Whelan reminded all present that Matthew Williams, who was assisting with the projection of the agenda and supporting documents to the big screen, is the Graduate Assistant of the 2012-2013 University Senate. His email address is matthomaswilliams@gmail.com and he is available to assist all the committees of the University Senate.
3. **ATTENDANCE AND THE SIGN-IN SHEET** Catherine Whelan requested that each individual present at the meeting sign the university senator attendance sheet or guest sign-in sheet on their way out if they hadn't already signed in.
4. **GLOBAL OVERLAY CLARIFICATION** A request from the floor was made for clarification on the language change from course to exposure in the context of motion 1213.CAPC.004.C. The response from the floor was that the term "exposure" was the official language used to describe these global overlays. In addition, it was noted that this language promotes flexibility as an "exposure" may not be realized exclusively for taking a course. For example, suppose a student takes a course that does not carry an exposure with the global overlay, such as calculus, in Spain. The experience of taking the calculus course in Spain may well merit consideration of crediting the student with an exposure with the global overlay not for the course taken but rather for the cultural experience of taking it in Spain.
5. **VETERAN'S LUNCHEON** Bryan Marshall publicly thanked President Steve Dorman and Interim Provost Matthew Liao-Troth for their support of a luncheon hosted on campus earlier in the week for military veterans.
6. **UNIVERSITY SENATE AFTER HOURS** Catherine Whelan invited all university senators to join her for food, drinks, and conversation at *Amici's* commencing at 3:30pm noting that Craig Turner had referenced this as *University Senate After Hours* in the 21 Sep 2012 minutes when this activity had debuted at *The Brick*. This *University Senate After Hours* may recur following future meetings of the 2012-2013 University Senate.

Adjourn: As there was no further business, a motion to adjourn was made, seconded, and approved. The meeting was adjourned at 3:01 p.m.

ATTACHMENTS

- USGFC_Report_2012-10-27.pdf (referenced in the USGFC Report above)
This document was prepared by Dr. Lyndall Muschell and provides a summary of the 27 Oct 2012 USGFC meeting.
- DRAFT-Procedures_CS-CMTP.pdf (referenced in the Provost's Report)
A draft of the Procedures for Class Scheduling and Common Meeting Time Policy (feedback invited).