# Annual Report: Executive Committee of the University Senate (ECUS)

**Committee Name: Executive Committee of the University Senate (ECUS)**

**Academic Year: 2016-2017**

**Committee Charge:**

V.Section1.B. The Executive Committee shall meet as needed throughout the year to facilitate the functioning of the University Senate. Meetings of the Executive Committee may be called by the Chair, the University President, or by written request from a majority of the Executive Committee membership. A majority of the Executive Committee membership shall constitute a quorum.

V.Section1.C. The duties of the Executive Committee shall include the following:

V.Section1.C.1. The elected members of the Executive Committee shall constitute an advisory committee of the faculty to the University President.

V.Section1.C.2. The Executive Committee shall set the agenda for regular meetings of the University Senate in compliance with II.Section3.A.4.

V.Section1.C.3. The Executive Committee shall, as the need arises, appoint not less than three nor more than five impartial faculty members to serve as the informal body of inquiry (the "body of inquiry"), as described in the Policy Manual of the Board of Regents (803.1102), to mitigate the removal of any tenured or non-tenured faculty member. This body of inquiry shall be responsible for the determination of confidentiality relating to such informal inquiries, especially when sensitive information about particular individuals would be otherwise revealed. Should this body of inquiry fail to effect an adjustment (e.g. be unable to negotiate a resolution), they shall advise the University President whether dismissal proceedings should be undertaken. The body of inquiry's recommendation shall not be binding on the University President.

V.Section1.C.4. Except when the University Senate gives specific directions, the Executive Committee shall, when consideration is being given to referring any matter to a standing committee, determine the standing committee that shall have jurisdiction; provided, however, that nothing in this responsibility shall challenge the University President's authority and responsibility for interpretation of the Statutes and bylaws or for determining ultimate jurisdiction when conflicts arise.

V.Section1.C.5. The Executive Committee may make editorial suggestions to the language of any motion, including a resolution, that is submitted for Senate consideration. The Executive Committee should apply this responsibility judiciously, noting that the purpose of this review is to improve clarity, remove ambiguity, and identify inconsistencies with superseding policy. Any such editorial suggestions are incorporated only after review and approval by the body submitting the motion.

V.Section1.C.6. The Executive Committee shall appoint a Committee on Nominations as specified in V.Section1.D.1.

V.Section1.C.7. The Executive Committee may recommend to the University Senate for their consideration and approval such standing and/or special committees as it deems necessary.

V.Section1.C.8. The Executive Committee may consider and recommend to the University Senate any matters that are within the powers of the University Senate.

V.Section1.C.9. The Executive Committee shall have the responsibility for initiating and maintaining a system of overlapping terms for elected University Senators.

V.Section1.C.10. The Executive Committee shall ensure that up-to-date versions of any documents (e.g. statutes, bylaws, policy manuals, handbooks) that define or reference the governance structure in any unit of the University are archived in both "hard" and "electronic" format to facilitate access.

V.Section1.C.11. The Executive Committee shall be responsible for maintaining a calendar of governance meetings.

V.Section1.C.12. The Executive Committee shall ensure that its own minutes as well as those of the University Senate including all standing committees, sub-committees, and ad hoc committees of the University Senate are accessible to all members of the University Community

V.Section1.C.13. The Archivist of the University Senate shall be the University Archivist. In the absence of a University Archivist, the Executive Committee shall appoint an Archivist of the University Senate. The Archivist shall maintain a historical record of University Senate activity both on paper and electronically and make the electronic version of this archive available to the University Community.

V.Section1.C.14. The Executive Committee shall meet regularly with the Standing Committee Chairs to facilitate communication among the committees of the University Senate.

V.Section1.C.15. The Executive Committee shall ensure that these bylaws are followed.

V.Section1.C.16. The Executive Committee shall be responsible for operational matters of the University Senate including, but not limited to, consulted for Presidential Appointees (II.Section1.A.1), receive Corps of Instruction List (II.Section2.A.1), apportion elected faculty senator positions (II.Section2.A.2), receive election/selection procedures and results and announce results for academic units (II.Section2.A.3), Staff Council (II.Section1.A.3), students (II.Section1.A.4), conduct at-large elections (II.Section2.A.4), name a parliamentarian (II.Section3.B.3), receive operating procedures of committees (III.Section1), is one source that can initiate standing committee business (IV.Section1), receive motion text and disseminate agenda for Senate meetings (IV.Section2), receive and archive committee annual reports (IV.Section2), name facilitator and necessary voting proxies for standing committee chair elections (IV.Section3.A), receive committee composition report from Subcommittee on Nominations (V.Section1.D.2.d), receive or make motions for the addition of permanent subcommittees (V.Section2.A.3.a), and receive ad hoc committee charters (V.Section2.A.3.b).

**Committee Calendar:**

**Regularly scheduled meetings of ECUS**

| Date | Location | Time | Agenda Link* | Minutes Link* |
|------|----------|------|--------------|---------------|
| 9/02/16 | Parks Hall, Room 301 | 2:00 pm | Sept. 2 Agenda | Sept. 2 Minutes |
| 10/07/16 | Lanier Hall, Room 200 | 2:00 pm | Oct. 7 Agenda | Oct. 7 Minutes |
| 11/04/16 | Parks Hall, Room 301 | 2:00 pm | Nov. 4 Agenda | Nov. 4 Minutes |
| 12/02/16 | Terrell Hall, Room 114 | 2:00 pm | Dec. 2 Agenda | Dec. 2 Minutes |
| 2/03/17 | Parks Hall, Room 301 | 2:00 pm | Feb. 3 Agenda | Feb. 3 Minutes |
| 3/03/17 | Parks Hall, Room 301 | 2:00 pm | March 3 Agenda | March 3 Minutes |
| 3/31/17 | Parks Hall, Room 301 | 2:00 pm | March 31 Agenda | March 31 Minutes |

*See University Senate Web Portal Launch page in the event links become broken.

**Regularly scheduled meetings of ECUS with Standing Committee Chairs**

| Date | Location | Time | Agenda Link* | Minutes Link* |
|------|----------|------|--------------|---------------|
| 9/02/16 | Parks Hall, Room 301 | 3:30 pm | Sept. 2 Agenda | Sept. 2 Minutes |
| 10/07/16 | Lanier Hall, Room 200 | 3:30 pm | Oct. 7 Agenda | Oct. 7 Minutes |
| 11/04/16 | Parks Hall, Room 301 | 3:30 pm | Nov. 4 Agenda | Nov. 4 minutes |
| 12/02/16 | Terrell Hall, Room 114 | 3:30 pm | Dec. 2 Agenda | Dec. 2 Minutes |
| 2/03/17 | Parks Hall, Room 301 | 3:30 pm | Feb. 3 Agenda | Feb. 3 Minutes |
| 3/03/17 | Parks Hall, Room 301 | 3:30 pm | March 3 Agenda | March 3 Minutes |
| 3/31/17 | Parks Hall, Room 301 | 3:30 pm | March 31 Agenda | March 31 Minutes |

*See University Senate Web Portal Launch page in the event links become broken.

**Executive Summary**:

| Recurring Activities of ECUS | ECUS Accomplishments | Tasks Requiring Follow-up |
|---|---|---|
| • Held organizational meetings to elect committee officers in Spring 2016<br><br>• Named John Sirmans as Parliamentarian for the 2016-17 university senate.<br><br>• Assistance provided by Academic Affairs: Shea Council<br><br>• Held an officer orientation to the standing committee officers on September 6, 2016, at 4:00 pm in A&S 2-55.<br><br>• Provided a one-day retreat at Rock Eagle 4-H center for all senators & senate volunteers.<br><br>• Named Nicole DeClouette chair of Sub-committee on Nominations (SCoN) and designated entire ECUS membership, standing committee chairs, SGA President, Staff Council Chair, and SoCC Chair as the membership of the SCoN.<br><br>• Received and posted operating procedures for standing committees of the University Senate.<br><br>• Prepared and disseminated agendas for ECUS, ECUS with SCC and University Senate meetings.<br><br>• Prepared and disseminated minutes of ECUS, ECUS with SCC and university senate meetings prior to meeting in which approval was on the agenda, and archived final approved minutes in University Senate database.<br><br>• Met as scheduled with standing committee chairs and steered issues to the appropriate standing committee when presented to ECUS. | • Oversaw revisions of the University Senate electronic tools prepared by Enterprise Applications.<br><br>• Provided for university participation in the University System of Georgia Faculty Council (USGFC) fall and spring meetings.<br><br>• Continued the practice to recommend an implementer when forwarding an approved motion to the President for approval.<br><br>• Obtained permission from both Provost and President to release their university senate reports by email to the university community prior to the distribution of minutes.<br><br>• Arranged University Senate representation on task forces and campus wide committees including the Academic Technology Advisory Committee, Space Utilization Committee, Bookstore Innovation Group, Strategic Plan Task Force, Parking and Transportation Advisory Committee, Administrative Systems and Banner Advisory Committee, Mandatory Fee Committee, Liberal Arts Council, Parking Appeals Committee, Public Art Committee, Sustainability Council, Chief of Police Search Committee, and Associate Provost Search Committee. | • Facilitate bylaws revisions of standing committee scope and duties<br><br>• Continue exploring options for an "appeal" process for senate/standing committee decisions<br><br>• Continue to review University Senate composition in order to alleviate need for an EFS to serve on two standing committees<br><br>• Continue to review standing committee composition; specifically, addition of SCC as members of the Executive Committee<br><br>• Facilitate discussion of consideration of the viability and desirability of the removal of curriculum from University Senate, and formation of an external Faculty Curriculum Council<br><br>• Continue to review effectiveness of the electronic tools developed by Enterprise Applications personnel.<br><br>• Continue advocating for University Senate representation on search committees, task forces, and other advisory groups.<br><br>• Collect and analyze data regarding meeting "regrets" due to schedule conflicts with departmental, college, or other campus events for both university senate and standing committee meetings.<br><br>• Monitor annual budget situation and purchase supplies at end of spring semester in an attempt to zero out the account. |

| Recurring Activities of ECUS | ECUS Accomplishments | Tasks Requiring Follow-up |
|---|---|---|
| • Prepared apportionment of elected faculty senators based on the corps of instruction list from the Provost's office and communicated to Deans of each college.<br><br>• Provided oversight to elected faculty senator elections of all academic units (colleges, library) as well as at-large.<br><br>• Prepared the 2017-2018 Governance calendar with input from the Academic Leadership Team.<br><br>• Prepared and disseminated recognition certificates for outgoing senators and volunteers and leaders.<br><br>• Purchased and disseminated Redbooks to university senate leaders (committee chairs and ECUS members)<br><br>• In consultation with the Standing Committee Chairs, identified May 3rd as the due date for committee annual reports and approved continued use of the annual report template used in previous academic years.<br><br>• Received and archived annual reports.<br><br>• Chavonda Mills facilitated the organizational meeting for the incoming university senate on behalf of Nicole DeClouette.<br><br>• Appointed Nicole DeClouette as Chair of the retreat planning committee with Alex Blazer, Angela Criscoe, Chavonda Mills, Nancy Mizelle, John Swinton, and Craig Turner as committee members.<br><br>• Presiding Officer represented university senate at the Academic Leadership Team meetings held by the Provost. | • ECUS proposed an amendment to the Bylaws (passed):<br><br>   • Reduce the number of EFS on SoCC from three to two.<br><br>• Consulted and provided recommendations to Interim Associate Provost on the structure and organization of the Center for Teaching and Learning.<br><br>• Proposed (and was passed) that the US adopt as an official University Senate document (and periodically review) the document titled Governance History.<br><br>• Proposed (and was passed) that the US adopt as an official University Senate document (and periodically review) the document titled University Senator Handbook.<br><br>• Established Foundation Account for University Senate<br><br>• Implemented a Consent Agenda for University Senate meetings.<br><br>• Facilitated University Senate endorsement of 2016-2021 GC Strategic Plan<br><br>• Proposed (and was approved by ECUS-SCC) that GC's Policy Officer reviews policies before consideration by University Senate<br><br>• Streamlined Curricular Routing<br><br>• Drafted template for SCC reports at ECUS-SCC meeting. | • Bylaws revisions to better align with BOR and GC statutes<br><br>• *Also see the list of continuing consideration topics under committee recommendations later in this report.* |

**Committee Membership and Record of Attendance:**
**"P" denotes Present, "A" denotes Absent, "R" denotes Regrets, "C" denotes Meeting Cancelled**
**1.  Aggregate Attendance at ECUS Meetings**

| Meeting Dates | 9-02-16 | 10-06-16 | 11-04-16 | 12-02-16 | 2-03-17 | 3-03-17 | 3-31-17 | Present | Regrets | Absent |
|---|---|---|---|---|---|---|---|---|---|---|
| Costas Spirou *Interim Provost* | C | P | P | P | NE | NE | NE | 3 | 0 | 0 |
| Kelli Brown *Provost* | NE | NE | NE | NE | R | R | R | 0 | 3 | 0 |
| *Shaundra Walker* *EFS; Library* | C | P | P | P | P | P | P | 6 | 0 | 0 |
| Steve Dorman *University President* | C | R | P | P | P | R | R | 3 | 3 | 0 |
| Nicole DeClouette EFS; CoE; ECUS Vice Chair | C | P | P | R | P | P | R | 4 | 2 | 0 |
| John Swinton *EFS; CoB; ECUS Chair Emeritus* | C | P | P | P | P | P | P | 6 | 0 | 0 |
| Susan Steele *EFS; CoHS;* | C | P | P | R | R | P | P | 4 | 2 | 0 |
| Chavonda Mills *EFS; CoAS; ECUS Chair* | C | P | P | P | R | P | P | 5 | 1 | 0 |
| Craig Turner *EFS; CoAS; ECUS Secretary* | C | P | P | P | P | P | P | 6 | 0 | 0 |
| **Acronyms** | EFS = Elected Faculty Senator; CoAS = College of Arts & Sciences; CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences | | | | | | | | | |

**2.  Aggregate Attendance at ECUS Meetings with Standing Committee Chairs**

| Meeting Dates | 9-02-16 | 10-06-16 | 11-04-16 | 12-02-16 | 2-03-17 | 3-03-17 | 3-31-17 | Present | Regrets | Absent |
|---|---|---|---|---|---|---|---|---|---|---|
| *Costas Spirou* *Interim Provost* | C | P | P | P | NE | NE | NE | 3 | 0 | 0 |
| *Lyndall Muschell* *EFS; CoE; CAPC Chair* | C | P | P | P | P | P | P | 6 | 0 | 0 |
| Kelli Brown *Provost* | NE | NE | NE | NE | R | P | R | 1 | 2 | 0 |
| *Jan Clark* *EFS; CoAS, RPIPC Chair* | C | P | P | P | P | P | P | 6 | 0 | 0 |
| *Shaundra Walker* *EFS; Library ECUS member* | C | P | P | P | P | P | P | 6 | 0 | 0 |
| *Carol Sapp* *EFS; CoHS; APC Chair* | C | R | P | P | P | R | P | 4 | 2 | 0 |
| Steve Dorman *University President* | C | R | R | R | R | R | R | 6 | 0 | 0 |
| Heidi Fowler *EFS; CoHS, SAPC Chair* | C | P | P | P | P | P | P | 6 | 0 | 0 |
| Chavonda Mills CoAS, ECUS Chair | C | P | P | P | R | P | P | 5 | 1 | 0 |
| John Swinton *EFS; CoB ECUS Chair Emeritus* | C | P | P | P | P | P | P | 6 | 0 | 0 |
| *Alex Blazer* *EFS; CoAS; FAPC Chair* | C | P | R | P | P | P | P | 5 | 1 | 0 |
| Susan Steele *EFS; CoHS;* | C | P | P | R | R | P | P | 4 | 2 | 0 |
| Nicole Declouette *EFS; CoE; ECUS Vice-Chair* | C | P | P | R | P | P | R | 4 | 2 | 0 |
| Craig Turner *EFS; CoAS; ECUS Secretary* | C | P | P | P | P | P | P | 6 | 0 | 0 |
| **Acronyms** | EFS = Elected Faculty Senator; CoAS = College of Arts & Sciences; CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences; NE = Not Elected as of time of meeting | | | | | | | | | |

**Motions brought to the Senate floor from the Executive Committee:**

| | |
|---|---|
| **Motion Number:** 1617.ECUS.001.B | **Motion Statement:** To modify the University Senate bylaws from: V.Section2.D.1.a. Membership.<br>At least three (3) voting members of the subcommittee shall be elected faculty senators and all voting members must be selected from the Corps of Instruction faculty.<br>to:<br>At least two (2) voting members of the subcommittee shall be elected faculty senators and all voting members must be selected from the Corps of Instruction faculty. |
| **ECUS Deliberation:** 10/06/2016 | **ECUS-SCC Vote Outcome:** Unanimous vote to approve placement on the agenda for 3/17/2017 University Senate meeting for a first reading and 4/21/2017 University Senate meeting for a second reading and for University Senate to deliberate and vote. |
| **Senate Deliberation:** 3/17/2017 and 4/21/2017 | **Senate Action:** Ratified by university senate with 2/3 majority (4/21/2017). Signed by presiding officer (4/21/2017) and sent to University President for approval |
| **Action:** | **Action taken:** Approval by President Dorman pending. Implementation pending. |
| **Link to motion:** [https://senate.gcsu.edu/motions/bylaws-amendment-subcommittee-core-curriculum-membership-03062017](https://senate.gcsu.edu/motions/bylaws-amendment-subcommittee-core-curriculum-membership-03062017) | |


**Other Significant Deliberation (Non-Motions):**
*Short summary of each issue that consumed a significant amount of committee time.*

- Created an ECUS subcommittee charged to explore an "appeals" process if a proposal under standing committee review is denied. Possible solution was piloted with the CAPC motion recommending against deactivation of B.S. in Outdoor Education
- Created an ECUS subcommittee charged to review standing committee scopes. Subcommittee proposed that the scope section of bylaws remain to include a topic list and that a duties section be added.
- Proposed a "policy oversight" committee to ensure proposed policies are in compliance with external (USG/BoR) and existing internal (GC) policies, processes, and procedures. Recommended that GC's policy/compliance officer reviews policies prior to senate consideration.
- Reviewed University Senate composition to alleviate the tension between the number of elected faculty senator positions and number of EFS positions on standing committees. One step towards a solution was to decrease the number of EFS on SoCC. Additional proposals include one additional at-large EFS or an appointed lecturer position.
- Deliberated on removal of oversight of curriculum from University Senate. Proposed consideration of the viability and desirability of a Faculty Curriculum Council external to the university senate.


**Ad hoc committees and other groups:**
An ad-hoc committee was appointed during the 2015-16 academic year to plan a 2016 retreat. Work of this committee was completed during the Fall semester 2016.

| Ad hoc committee title | Retreat Planning Committee 2016 |
|---|---|
| **Chair** | Chavonda Mills |
| **Members** | John R. Swinton<br>Lyndall Muschell<br>Susan Steele<br>Craig Turner<br>Shaundra Walker<br>Jolene Cole<br>Nicole DeClouette |

| Summary | Work was completed via email and telephone communication. Retreat attendance was larger than previous years. Bus transportation was arranged at request of RSVPs and fully utilized. Structure included concurrent sessions and small group breakout sessions. |
|---|---|
| Recommendations | 1. Continue providing an off campus retreat site<br>2. Select a conflict-free date in collaboration with office of Academic Affairs<br>3. Purchase 3 ring binders for documents that can be passed along, such as bylaws and guidelines rather than creating packets for each retreat.<br>4. Designate committee members to be primarily responsible for key activities<br>    a. Planning food service (surveying attendees regarding dietary limitations and working with Rock Eagle staff to plan for meal(s) and snacks)<br>    b. Agenda – development of the schedule for the day and coordination of presenters for each activity<br>    c. Handouts – compile necessary documents and handouts for distribution at registration<br>    d. Registration –arrive early to greet attendees, ensure proper room set-up and provide handout materials<br>    e. Transportation – investigate transportation needs (can go on the dietary survey) and plan for needs. |

**Committee Reflections:**
*What worked well, what did not work so well. Given your charge, how did you spend your time?*
Worked Well
- Having information items presented as a consent agenda for university senate meetings
- Forming working groups/subcommittees for items requiring extensive deliberation
- Having ECUS and ECUS-SCC meeting consecutively at 2:00 and 3:30 respectively
- Collaborate and consult with Standing Committee Chairs for key decisions

Did Not Work Well
- Senate Newsletter – Mass Communication practicum student assigned only for fall 2016 semester. No student assigned for spring semester resulting in no spring 2017 issues of the university senate newsletter.
- Need to do a better job making sure that standing committee chairs report essential agenda items during ECUS-SCC and University Senate meetings. Non-essential agenda items can be reflected in the written report.

**Committee Recommendations:**
*Advice to the membership of the committee for the next academic year such as:*
*Are there any issues that should be considered by this committee the following year?*
*Are there any issues that this year's committee was unable to complete its work on?*
*Do any of this year's committee actions require follow-up? (i.e. a policy was drafted, but there was a recommendation for a review of the policy during the following year.)*
*Recommendations on calendar (meeting times, outline items that you expect would be considered annually)*
Recurring Items: These are pretty well established for ECUS and include but are not necessarily limited to
- Name University Senate Parliamentarian
- Standing Committee Officer Orientation (offer and implement at request of committee officers)
- Subcommittee on Nominations (SCoN): Appoint Chair (typically Presiding Officer Elect) and Appoint Committee Membership (typically minimal membership articulated in university senate bylaws)
- Elections Oversight of Elected Faculty Senators: Deans Letters, Election Procedures, Results
- At-Large Election: Procedure, Ballot, Results
- Selections Oversight with Staff Council, Student Government Association, Presidential Appointees
- Governance Calendar: draft, circulate for review and feedback, finalize, endorse, disseminate
- Governance Retreat Planning
- Oversight of Committee Organizational Meetings: Name Facilitators, Voting Proxies (if necessary)

- Set agenda of university senate meetings including motions from standing committees
- Review university senate minutes prior to dissemination for review by university senators
- Set Committee Annual Report Due Date and Template in consultation with standing committee chairs
- Recognitions (certificates) of outgoing university senators, outgoing committee members (volunteers, appointees, designees), officers of committees and university senate, ECUS members, Administrative Assistant, and Parliamentarian
- Recognitions (pins) and welcome first-time university senators

Continuing Consideration Topics
- University Senate composition
- Consideration of the viability and desirability of removal of curriculum from senate
- Standing committee scope and duties
- Standing committee composition
- Bylaws revisions to better align with BoR/USG policies and GC statutes
- USGFC Voting Member, identify EFS willing to serve a 2-year term of service
- Electronic Presence of the University Senate – continue test-driving
- Inventory University Senate representatives to campus committees and task forces
- University Senate Budget (how it is used)
- Continue to Monitor Transition of Graduate Council and Its Relationship to University Senate
- How best to receive updates from University Senate representatives on task forces and committees?
- Consider how much detail is necessary in standing committee chair reports to ECUS-SCC, highlights or details? What is the purpose of ECUS-SCC meetings? Important that these reports are archived in electronic minutes including information items.
- Can the university senate improve communication with the university community? President's and Provost's reports on Front Page following US meetings seems popular. Senate newsletter received a warm welcome, but wasn't sustained due to no assignment of practicum student.

**Recommend items for consideration at the governance retreat:**
*What type of activities and events might attract the most attendance? How can we ensure that volunteers as well as Senators know that they are invited?*
Logistics
- Continue to provide the university senate handbook.
- Breakout session by committee for committee time to set tentative agenda, operating procedures
- Breakout group consideration whenever possible, participants active rather than passive
- Mock university senate meeting session is good orientation to how a university senate meeting goes
- Continue to invite all members of the university senate committees, not exclusively university senators
- Continue online registration
- Continue offering transportation.
- Venue: Rock Eagle ok—seems to be the best compromise given various constraints. Overnight is out of the budget. On-campus venue is too distracting.
- Try to minimize or eliminate possible conflicts with university senate (schedule around assessment, common book meetings, department and college meetings, etc.)
Topics
- University Senate composition
- Consideration of the viability and desirability of the removal of curriculum from senate
- Standing committee scope and duties
- Standing committee composition
- Bylaws revisions to better align with BoR/USG policies and GC statutes

**Appendix: Committee Operating Procedures**
The operating procedures for ECUS are archived at http://us.gcsu.edu/ECUS_2016-2017/Op_Procs_ECUS_2016-17.pdf and provided in full on the next two pages of this report.

**2016-2017 ECUS OPERATING PROCEDURES**
*Endorsed by 2016-17 ECUS at its 10/07/2016 meeting*

1. The Executive Committee of the University Senate
   - is a faculty advisory body to the University President,
   - sets the agenda for regular meetings of the University Senate,
   - is the steering committee of the University Senate,
   - reviews motions and resolutions submitted for University Senate consideration,
   - is responsible for ensuring the implementation of the nomination and (s)election processes for senators, appointees, volunteers, and standing committee officers,
   - is responsible for the maintenance and dissemination of meeting minutes,
   - ensures that governance documents are up-to-date and accessible (including statutes, bylaws, handbooks, and calendars), and
   - archives records of University Senate activities in coordination with the University Archivist.

2. The Executive Committee members will work cooperatively as a team for the good of the University, the University Senate and the Committee. To realize this objective, members should
   - attend and participate in all scheduled meetings,
   - communicate respectfully, openly, and candidly with each other,
   - seek out and identify agenda items for discussion,
   - resist communicating on behalf of the committee without consultation with the ECUS officers, and
   - copy the committee when communicating on its behalf

3. Committee Officer Responsibilities

Chair (Presiding Officer)
   - Drafts, in consultation with the committee, the tentative agenda for committee meetings
   - Distributes each tentative agenda to the committee via email prior to the committee meeting
   - Be contacted by committee members extending regrets prior to a scheduled committee meeting
   - Presides at committee meetings
   - Ensuring committee motions proposed for University Senate consideration are entered into the online motion database
   - Advertising committee meeting times and meeting agenda to the university community
   - Presents the ECUS report to University Senate at scheduled University Senate meetings
   - Others as defined/assigned by the committee

Vice-Chair (Presiding Officer Elect)
   - Assumes all duties and responsibilities of the chair in the absence of the chair
   - Others as defined/assigned by the committee

Secretary
   - Be contacted by committee members extending regrets prior to a scheduled committee meeting
   - Drafts, in consultation with the committee, the minutes for committee meetings
   - Posts committee minutes in a manner consistent with University Senate protocol after the minutes have been reviewed by the committee – including any amendments made as a result of the review
   - Others as defined/assigned by the committee

4. Communication
   - Communicate via the ECUS email list with the 72-hour rule – a member of the Executive Committee has 72 hours to respond to an issue/proposal to confirm receipt and communicate approval or share constructive suggestions
   - Notify the committee chair (chavonda.mills@gcsu.edu) and secretary (craig.turner@gcsu.edu) to extend regrets prior to scheduled committee meetings.

5. Duration of Meetings
   - Committee meetings shall be no more than seventy-five (75) minutes in duration unless otherwise agreed to by a motion to extend the meeting duration

6. Agenda
   - A tentative agenda for the next meeting of ECUS is drafted by the ECUS Chair and is informed by consultation with the entire committee just before adjournment of the previous meeting whenever possible.
   - Agenda items will be prioritized by time-sensitivity and not necessarily reflect their relative importance.
   - The tentative agenda is distributed to the committee members, and standing committee chairs when appropriate, by the ECUS Chair as early in the week of a meeting as possible and is finalized in consultation with the other members of ECUS.
   - Drafts of supporting documentation for agenda items are provided to the committee members, and standing committee chairs when appropriate, prior to the meeting whenever possible to encourage and facilitate review prior to the meeting. Unless requested of the ECUS Chair or in the case where the document has not been previously distributed, members will bring their own copies of materials (agenda and supporting docs) to the meeting.

7. Deliberation and Parliamentary Authority
   - Deliberation is informal until there is a motion for committee consideration in which case Robert's Rules apply.
   - The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Executive Committee in all cases to which they are applicable and in which they are not inconsistent with the University Senate Bylaws, these operating procedures and any special rules of order the University Senate or Executive Committee may adopt.

8. Quorum & Voting
   - A majority of the Executive Committee membership shall constitute a quorum. (Article V, Section 1.B)
   - Each of the ECUS members listed in the University Senate bylaws is a voting member of the committee.
   - Unless otherwise determined by the committee in advance of the vote, a majority vote is necessary for committee approval.
   - In all committee votes, the voting threshold is applied to the number of voting members present at the time of the vote assuming the presence of quorum

9. Minutes
   - ECUS members review the initial draft of the minutes of the University Senate meetings prior to distribution to the University Senate.
   - The ECUS secretary shall prepare a draft of the minutes of each committee meeting and may request guidance from the committee during a meeting to inform the preparation of this draft. This draft of the minutes is circulated to the committee for review prior to posting.
   - If suggested revisions are offered, the revised minutes are again distributed to the committee for review.
   - The minutes are posted as soon as possible after the review process concludes.
   - Except for the minutes of the final meeting of the academic year, the approval of the previous meeting minutes is an item on the agenda of each ECUS meeting.

10. Amendment of these operating procedures
These committee operating procedures may be amended by a majority vote at any scheduled committee meeting provided that committee members receive written notification in advance of the meeting at which the proposed revision(s) is/are considered. Any such revision(s) that are approved are effective immediately following the committee vote.