Annual Report

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

Academic Year: 2018-2019

Committee Charge:

V.Section1.B. *Meetings*. 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 its Chair, the University President, the Chief Academic Officer, 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. *Duties*. The duties of the Executive Committee shall include the following:

V.Section1.C.1. *Advisory to Administration.*

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

V.Section1.C.1.b. *Advisory to Chief Academic Officer*. The elected members of the Executive Committee shall constitute an advisory committee of the faculty to the Chief Academic Officer.

V.Section1.C.2. *Set Agenda*. The Executive Committee shall set the agenda for all meetings of the University Senate in compliance with II.Section3.A.4 and II.Section3.B.3.

V.Section1.C.3. *Body of Inquiry*. The Executive Committee shall, as the need arises, appoint not fewer 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 (8.3.9.2), 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. This body of inquiry's recommendation shall not be binding on the University President.

V.Section1.C.4. *Steering Function*. Except when the University Senate gives specific directions, the Executive Committee, in consultation with the standing committee chairs, 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. *Motion Review*. The Executive Committee may make editorial suggestions to the language of any motion, including a resolution, that is submitted for University 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. *Nominations*. The Executive Committee shall appoint a Subcommittee on Nominations as specified in V.Section1.D.1.

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

V.Section1.C.8. *Advisory to University Senate*. 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. *Terms of Service*. The Executive Committee shall have the responsibility for initiating and maintaining a system of overlapping terms for elected University Senators.

V.Section1.C.10. *Governance Documents*. 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. *Governance Calendar*. The Executive Committee shall be responsible for maintaining a calendar of governance meetings.

V.Section1.C.12. *Minutes*. 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. *Archivist*. 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. *Standing Committee Chairs Coordination*. 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. *Bylaws*. The Executive Committee shall ensure that these bylaws are followed.

V.Section1.C.16. *Operational Matters*. 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.5), consulted for consent agenda (II.Section3.A.4.a), 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.D.1), receive operating procedures of committees (III.Section1), is one source that can initiate standing committee business (IV.Section1), receive motion text (II.Section3.A.2), disseminate agenda (II.Section3.A.4) and set and publicize calendar (II.Section3.A.1) for regular meetings of the University Senate, set agenda for all meetings of the University Senate (II.Section3.A.4, II.Section3.B.3), is one source authorized to call special meetings of the University Senate (II.Section3.B.1) or its standing committees (IV.Section6.A), ensure quorum (II.Section3.C.2) and ratification of actions (II.Section3.C.3) for special meetings of the University Senate, receive and archive committee annual reports (IV.Section2), name facilitator and necessary voting proxies for standing committee officer elections (IV.Section3.A), receive committee composition report from Subcommittee on Nominations (V.Section1.D.2.e), receive or make motions for the addition of permanent subcommittees (V.Section2.A.3.a), receive ad hoc committee charters (V.Section2.A.3.b), facilitate proposed revisions to these bylaws (Article VI).

Committee Calendar:

Regularly scheduled meetings of ECUS:

Date	Location	Time
9/07/18	Parks Hall, Room 301	2:00 pm
10/05/18	Parks Hall, Room 301	2:00 pm
11/02/18	Parks Hall, Room 301	2:00 pm
12/07/18	Parks Hall, Room 301	2:00 pm
2/01/19	Beeson Hall, Room 301	2:00 pm
3/01/19	Parks Hall, Room 301	2:00 pm
3/29/19	Parks Hall, Room 301	2:00 pm

Regularly scheduled meetings of ECUS with Standing Committee Chairs

Date	Location	Time
9/07/18	Parks Hall, Room 301	3:30 pm
10/05/18	Parks Hall, Room 301	3:30 pm
11/02/18	Parks Hall, Room 301	3:30 pm
12/07/18	Parks Hall, Room 301	3:30 pm
2/01/19	Beeson Hall, Room 301	3:30 pm
3/01/19	Parks Hall, Room 301	3:30 pm
3/29/19	Parks Hall, Room 301	3:30 pm

Executive Summary:

Recurring Activities of ECUS	ECUS Accomplishments	Tasks Requiring Follow-up
• Held organizational meetings to elect committee officers in Spring 2018	• Continued the recent practice of sending a second, non-voting representative to participate in the University System of Georgia Faculty Council (USGFC) fall and spring meetings.	• Continue to review efficiency and the effectiveness of the electronic presence of the university senate.
• Named John Sirmans as Parliamentarian for the 2018-19 university senate.		• Continue to advocate for University Senate representation on search committees, task forces, and other advisory groups.
• Assistance provided by Academic Affairs: Shea Council	• Continued the recent practice of releasing the President's and Provost's university senate reports by email to the university community prior to the distribution of minutes.	
• Held an officer orientation for the standing committee officers on September 20, 2018, at 12:30 pm in A&S 2-55.		• Monitor annual budget situation and purchase supplies at end of spring semester in an attempt to zero out the account.
• Provided a one-day retreat at Rock Eagle 4-H center for all senators & senate volunteers.	• Created a procedure for identifying, nominating, and approving University Senate representatives on about 20 task forces and campus wide committees.	• Consult with Legal Affairs about creating different kinds of compliance statements for different kinds of policies.
• Named David Johnson chair of Sub-committee on Nominations (SCoN) and designated entire ECUS membership, standing committee chairs, SGA President, and Staff Council Chair as the membership of the SCoN.		• Review current practices of and recommend best practices for the maintenance of the Policies, Procedures and Practices Manual (PPPM), specifically regarding, first, the creation of an annually released and archived pdf version of the manual and, second, incorporating notations regarding who, when, and why updates to the manual are made.
	• Revised the University Senate Handbook and other official university senate documents to align with the revisions to the University Senate bylaws, and included the governance history and a revision process.	
• Received and posted operating procedures for standing committees of the University Senate.		
• Prepared and disseminated agendas for ECUS, ECUS with SCC and University Senate meetings.	• ECUS sponsored two sets of proposed revisions to the University Senate Bylaws (both passed):	
• 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.	o First set of revisions shifted the date for standing committee officer elections *from* within 10 days of the Senate organizational meeting *to* ECUS selecting the date and publicizing it to the members of the standing committees (see motion 1819.ECUS.001.B).	• Review and assess the new governance retreat format and venue.
		• Review University Senate archival processes (senate.gcsu.edu, us.gcsu.edu, and minutes.gcsu.edu), and explore the possibility of consolidation.
• Met as scheduled with standing committee chairs and steered issues to the appropriate standing committee in consultation with the committee chairs.		
• Prepared apportionment of elected faculty senators based on the corps of instruction list from the Provost's office and	o Second set of revisions dissolved Education Assessment and Policy Committee and shifted its scope to Academic Policy Committee, lowered the number of Presidential Appointees to account for the decreased number of	

Recurring Activities of ECUS	ECUS Accomplishments	Tasks Requiring Follow-up
communicated to Deans of each college. • Provided oversight to elected faculty senator elections of all academic units (colleges, library) as well as at-large. • Prepared the 2019-2020 Governance Calendar with input from the standing committee chairs, university senate members, Academic Leadership Team, Deans, and Chairs. • Prepared and disseminated recognition certificates for outgoing senators and volunteers and leaders. • Purchased and disseminated Redbooks to university senate leaders (committee chairs and ECUS members) • In consultation with the Standing Committee Chairs, identified May 10th as the due date for committee annual reports and approved continued use of the annual report template used in previous academic years. • Received and archived annual reports. • David Johnson facilitated the organizational meeting for the incoming university senate. • Appointed David Johnson as Chair of the governance retreat planning committee with John Swinton, Glynnis Haley, and Alex Blazer as committee members. • Presiding Officer represented university senate at the Academic Leadership Team meetings held by the Provost. • Presiding Officer represented university senate at the President's Commission on Diversity meetings.	standing committees, allowed the number of members in the standing committees to vary from 13 to 15 members in order to better accommodate Volunteers, and allowed the number of Corps of Instruction positions on each standing committee to increase based upon the number of members on the standing committee (see motion 1819.ECUS.002.B). • Posted a link to the electronic (e-book version of the) AAUP Redbook to the University Senate website, which is accessible to the university community via Unify credentials.	

Committee Membership and Record of Attendance:

Aggregate Attendance at ECUS Meetings

"EFS" denotes Elected Faculty Senator

"APC" denotes Academic Policy Committee, "EAPC" denotes Educational and Assessment Policy Committee, "ECUS" denotes Executive Committee of University Senate, "FAPC" denotes Faculty Affairs Policy Committee, "RPIPC" denotes Resources, Planning, and Institutional Policy Committee, and "SAPC" denotes Student Affairs Policy Committee.

 "CoAS" denotes College of Arts & Sciences, "CoB" denotes College of Business, "CoE" denotes College of Education, "CoHS" denotes College of Health Sciences

"P" denotes Present, "A" denotes Absent, "R" denotes Regrets

Meeting Dates	9/7/18	10/5/18	11/2/18	12/7/18	2/1/19	3/1/19	3/29/19	Present	Regrets	Absent
Donna Bennett (Library, ECUS Member)	P	P	P	P	P	P	P	7	0	0
Alex Blazer (EFS, CoAS, ECUS Chair)	P	P	P	P	P	P	P	7	0	0
Kelli Brown (Provost)	P	P	R	P	R	R	R	3	4	0
Nicole DeClouette (EFS, CoE, ECUS Chair Emeritus)	P	R	P	R	R	P	R	3	4	0
Steve Dorman (University President)	R	R	R	R	R	R	R	0	7	0
Glynnis Haley (EFS, CoHS, ECUS Member)	P	R	P	P	R	P	R	4	3	0
David Johnson (EFS, CoAS, ECUS Vice-Chair)	P	P	P	P	P	P	P	7	0	0
John Swinton (EFS, CoB, ECUS Member)	P	R	P	P	P	P	P	6	1	0
Craig Turner (EFS, CoAS, ECUS Secretary)	P	P	P	P	P	P	P	7	0	0

Aggregate Attendance at ECUS Meetings with Standing Committee Chairs

Meeting Dates	9/7/18	10/5/18	11/2/18	12/7/18	2/1/19	3/1/19	3/29/19	Present	Regrets	Absent
Donna Bennett (Library, ECUS Member)	P	P	P	P	P	P	P	7	0	0
Alex Blazer (EFS, CoAS, ECUS Chair)	P	P	P	P	P	P	P	7	0	0
Kelli Brown (Provost)	P	P	R	P	R	R	R	3	4	0
Nicole DeClouette (EFS, CoE, ECUS Chair Emeritus)	P	R	P	R	R	P	R	3	4	0
Steve Dorman (University President)	R	R	R	R	R	R	R	0	7	0

Name								P	R	
Glynnis Haley (EFS, CoHS, ECUS Member)	P	R	P	P	R	P	R	4	3	0
David Johnson (EFS, CoAS, ECUS Vice-Chair)	P	P	P	P	P	P	P	7	0	0
John Swinton (EFS, CoB, ECUS Member)	P	R	P	P	P	P	P	6	1	0
Craig Turner (EFS, CoAS, ECUS Secretary)	P	P	P	P	P	P	P	7	0	0
Rodica Cazau (EFS, CoAS, APC Chair)	P	P	P	P	P	P	P	7	0	0
Mary Magoulick (EFS, CoAS, EAPC Chair)	P	P	R	P	P	R	P	5	2	0
Ashley Taylor (EFS, CoAS, FAPC Chair)	R	P	P	P	P	P	R	5	2	0
Diana Young (EFS, CoAS, RPIPC Chair)	P	P	P	P	P	P	R	6	1	0
Joanna Schwartz (EFS, CoB, SAPC Chair)	R	P	R	P	P	R	P	4	3	0

Motions brought to the Senate floor:

Motion Number: 1819.ECUS.001.B
Proposed Revisions to the University Senate Bylaws (Organizational Meetings)

Motion Text:	To approve the proposed revisions to the University Senate Bylaws as outlined in the supporting documents.
ECUS Deliberation: 11/2/2018, 12/7/2018, 2/1/2019	**ECUS Outcome:** ECUS members agreed to sponsor the motion recommending that ECUS select the date of the standing committee organizational meetings. The first reading occurred at the 2/15/2019 University Senate meeting and the second meeting and vote occurred at the 3/15/2019 University Senate meeting.
Senate Deliberation: 3/15/2019	**Senate Action:** Approved by voice vote with no discussion and with no dissenting voice and only voting members of the university senate eligible to vote. Motion was sent to University President for approval.
Action:	**Action taken:** Approved by President Dorman on March 19, 2019.
Link to motion: https://senate.gcsu.edu/motions/proposed-revisions-university-senate-bylaws-organizational-meetings-02052019	

Motion Number: 1819.ECUS.002.B
Proposed Revisions to the University Senate Bylaws (Standing Committees)

Motion Text:	To approve the proposed revisions to the University Senate Bylaws as outlined in the supporting documents.
ECUS Deliberation: 11/2/2018, 12/7/2018, 2/1/2019, 3/1/2019	**ECUS Outcome:** ECUS members agreed to sponsor the motion recommending that EAPC be dissolved, move EAPC's scope to APC, decrease the number of Presidential Appointees serving on standing committees, and allow the number of members on the four standing committees to vary from 13 to 15 members in order to accommodate Volunteers. There was disagreement on ECUS about the number of volunteers and committee sizes that should be proposed, and the original motion called for a set number increase of 14 members. The first reading

	occurred at the 2/15/2019 University Senate meeting; and ECUS revised the motion on 3/1/2019 based on the Motion to Amend the committee size of 14 to a committee size of 13 to 15. The second meeting and vote occurred at the 3/15/2019 University Senate meeting.
Senate Deliberation: 2/15/2019, 3/15/2019	**Senate Action:** Discussion during the 2/15/2019 University Senate meeting focused on committee sizes and the number of volunteers accommodated. A Motion to Amend the standing committee size to 13 to 15 members was approved with a vocal minority expressing its dissent and only voting members of the university senators eligible to vote. During the 3/15/2019 University Senate meeting, the motion was approved by voice vote with no discussion and with no dissenting voice and only voting members of the university senate eligible to vote. Motion was sent to University President for approval.
Action:	**Action taken:** Approved by President Dorman on March 19, 2019.
Link to motion: https://senate.gcsu.edu/motions/proposed-revisions-university-senate-bylaws-standing-committees-02052019	

Motion Number: 1819.ECUS.003.O
Revised University Senate Handbook

Motion Text:	To endorse the revisions to the University Senate Handbook as proposed in the supporting documents.
ECUS Deliberation: 10/5/2108, 11/2/2018, 12/7/2018, 2/1/2019, 3/1/2019	**ECUS Outcome:** ECUS members agreed to sponsor the motion that revised the University Senate Handbook by reformatting sections of the handbook for consistency, updating information for accuracy, updating information to reflect University Senate bylaws revisions since the handbook's approval in 2015, adding information regarding committee membership, senate membership, and eligibility to serve as committee chair, adding governance history, and adding a procedure to annually revise the handbook.
Senate Deliberation: 2/15/2019, 3/15/2019	**Senate Action:** The motion was approved by voice vote with no discussion and with no dissenting voice and only voting members of the university senate eligible to vote. Motion was sent to University President for approval.
Action:	**Action taken:** Approved by President Dorman on March 19, 2019.
Link to motion: https://senate.gcsu.edu/motions/revised-university-senate-handbook-2019-03032019	

Other Significant Deliberation (Non-Motions):

- *Governance Retreat Discussions of Possible Revisions to University Senate*: ECUS/SCC discussion of attendance resulted in ECUS reaching out to members about attendance, and the discussion of University Senate Officer Selection did not result in enough interest to pursue an alternate selection process at this time. ECUS/SCC also discussed the timing of spring organizational meetings and standing committee structures; those discussions resulted in the aforementioned pair of bylaws revisions.
- *Midterm feedback and midterm grades*: Provost Brown, Presiding Officer Blazer, and Presiding Officer Elect Johnson discussed ongoing student concerns brought to the Provost about students not receiving midterm course feedback. Further discussions were held by Academic Affairs with the deans and the chairs. APC and FAPC both discussed the issue and considered possible policy recommendations in their meetings (adding a question about midterm feedback to student opinion surveys, making submission of midterm grades mandatory for all courses, changing midterm grades to the letter scale). These standing committee discussions were reported in ECUS/SCC and spawned further time-consuming discussions in multiple ECUS/SCC meetings. ECUS/SCC steered an item to SAPC for its consideration: the consideration of drafting a *What to do if no midterm feedback is received for a course* to educate students on recommended actions to take such as to talk to their instructor, the department chair of their instructor, the dean of their instructor, etc. The university has a midterm feedback policy for all courses: "Prior to mid-semester, you will receive feedback on your academic performance in this course" (http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Faculty-Rights-and-Responsibilities/Faculty-Work-Requirements/Syllabus-Requirements).
  The university has a policy requiring all students taking 1000-2000 core courses receive midterm grades on the satisfactory/unsatisfactory scale. Beginning Spring 2019, the Registrar recommends faculty submit midterm grades

for all courses. As a policy-recommending body that also offers advice to the administration, University Senate can recommend changing the midterm feedback policy and/or instituting a midterm grade policy; and University Senate can advise the administration with recommend procedures to accompany the midterm feedback/grades policy.

Ad hoc committees and other groups:

- *The 2018 Governance Retreat Planning Committee*
    - o Members: Alex Blazer (chair), Nicole DeClouette, David Johnson, Amelia Lord, Nancy Mizelle, John Swinton, and Craig Turner
    - o Work: Reserved Rock Eagle 4-H Center, surveyed the University Senate community regarding dietary preferences and possible retreat topics, arranged for transportation, ordered food, compiled materials for informational binders, and drafted the retreat agenda.
    - o Complete: The committee completed its work.
    - o Follow Up: A committee will be needed to plan the 2019 Governance Retreat.
- *The Governance Calendar Work Group*
    - o Members: Alex Blazer, David Johnson, and Craig Turner
    - o Work: Drafted the 2019-20 governance calendar; solicited feedback from the President's Office, Academic Affairs, Student Affairs, Deans, Chairs, ECUS, SCC, and University Senate; revised the calendar based on feedback; endorsed the calendar; and archived the calendar.
    - o Complete: The work group completed its task.
    - o Follow Up: A work group will be needed to draft the 2020-21 Governance Calendar.
- *The Electronic Governance Calendar Work Group*
    - o Members: Alex Blazer and Craig Turner
    - o Work: Researched the creation of an electronic governance calendar to which the university community could subscribe. Due to the limitations of the university's version of Outlook, this was done using a Senate account on Gmail rather than senate@gcsu.edu. SERVE recommends creating the calendar next academic year using the soon-to-be-released 25Live scheduling software.
    - o Complete: The work group completed its task.
    - o Follow Up: ECUS should discuss if it wants to pursue making the governance calendar available using 25Live next year in a format that allows university community members to download and/or sync with this version.
- *The University Senate Handbook Work Group*
    - o Members: Nicole DeClouette and John Swinton
    - o Work: Reformatted sections of the handbook for consistency, updated information for accuracy, updated information to reflect University Senate bylaws revisions since the handbook's approval in 2015, added information regarding committee vs senate membership, added governance history, and added procedures to annually revise the handbook.
    - o Complete: The work group completed its task.
    - o Follow Up: The University Handbook Review Committee, which will be chaired by the Presiding Officer Emeritus, will review the handbook each academic year.
- *The University Committees Work Group*
    - o Members: Alex Blazer and Craig Turner
    - o Work: Researched campus wide committees and drafted a document that listed the committee composition, meeting schedule, contact person, etc. for approximately 20 campus wide committees and task forces on which University Senate provides a representative. The document provides a routine Senate process for identifying, nominating, and selecting representatives to the committees. The document was posted on the Senate website and shared with President Dorman for use as an inventory of campus wide committees.
    - o Complete: The work group completed its task.
    - o Follow Up: The document will be maintained by SCoN.
- *The Bylaws Revision Work Group*
    - o Members: Alex Blazer, David Johnson, and Craig Turner,
    - o Work: Drafted bylaws revisions based on governance retreat discussions and ECUS/SCC discussion of possible revisions to University Senate including election of Senate officers, spring organizational meetings, revising standing committees, and attendance. While ECUS/SCC decided not to pursue bylaws revisions for the election of Senate officers and attendance, it did request the work group to draft bylaws revisions regarding spring organizational meetings and the standing committee structure.
    - o Complete: The work group completed its task; the two bylaws revisions motions were approved.
    - o Follow Up: None

Committee Reflections:

- *Workgroups*: The workgroup model for annual ECUS tasks requiring extensive deliberation is working very well. More tasks, such as the US representation on university committees, are being put on the SCoN. Perhaps a vice-chair or a workgroup is needed in that area.
- *ECUS Meetings*: ECUS meetings were consistently efficient this year and often ended early. If the trend continues, the committee might consider brainstorming issues for Senate to address, a kind of mini-governance retreat for Senate leadership, or doing some work group tasks as a committee of the whole .
- *ECUS/SCC Meetings*: ECUS/SCC meetings in fall semester were not very efficient. ECUS/SCC needs to do a better job of efficiently moving through the SCC reports, with the PO's prompting; and ECUS/SCC needs to work on offering clear, productive suggestions to SCC.
- *Consecutive Meetings*: Having ECUS and ECUS/SCC meet consecutively at 2:00 and 3:30 respectively continues to work well. The PO should continue to be conscientious about which agenda topics are for ECUS and which are for ECUS/SCC. The POE report and the SCoN report often overlap as the POE chairs SCoN.
- *ECUS/SCC*: Collaborating and consulting with Standing Committee Chairs on key decisions remains an effective strategy.

Committee Recommendations:

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 for 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) of and welcome to first-time university senators

Continuing Consideration Topics:
- Electronic Presence of the University Senate – continue test-driving, consider publishing governance calendar to 25Live
- University Senate Budget and Foundation accounts (how they are used)
- Continue 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? Important that these reports are archived in electronic minutes including information items.
- Consult with Legal Affairs/Compliance Officer regarding compliance language on the Policy Template
- Review current practices of and recommend best practices for the maintenance of the Policies, Procedures and Practices Manual, specifically regarding, first, the creation of an annually released pdf version of the manual and, second, incorporating notations regarding who, when, and why updates to the manual are made.
- Review the new governance retreat format and venue.
- Review University Senate archival processes (senate.gcsu.edu, us.gcsu.edu, and minutes.gcsu.edu), and explore the possibility of consolidation.

Recommend items for consideration at the governance retreat:
- Continue to provide the university senate handbook and other pertinent university senate documents; offer attendees option of receiving the handbook electronically rather than physically
- Breakout session by committee for committee officer elections and time to set tentative agenda, operating procedures
- Mock university senate meeting session is a good orientation to how a university senate meeting is conducted
- Continue to invite all members of the university senate committees, not exclusively university senators
- Continue online registration
- Venue: Since we're using a new venue, review its functionality and assess its success after the retreat.
- Half Day: Since we're shortening the retreat, review how effective the shortened day is after the retreat.
- Try to minimize or eliminate possible conflicts with other events (schedule around assessment, common book meetings, department and college meetings, etc.)

2018-2019 ECUS OPERATING PROCEDURES
Endorsed by ECUS at its August 14, 2018 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.
    - Ensures committee meeting times and meeting agenda are advertised on the University Senate website.
    - 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 and secretary 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)
   - The voting status of each member of ECUS is articulated in the University Senate Bylaws.
   - 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.