

# Georgia College & State University 2012 Governance Retreat Report

## Presented to:

Executive Committee of the University Senate – September 28, 2012  
University Senate - October 19, 2012

## Planning Committee

Dean Baker – College of Health Sciences

Jan Clark – College of Arts & Sciences

Monica Starley – Office of the President

Craig Turner – College of Arts & Sciences

Catherine Whelan – College of Business

## Introduction

The 2012 Governance Retreat was held at Callaway Gardens on August 7 and 8, 2012. This report provides an overview of the planning process, details of the retreat organization, and an overview and evaluation of the retreat activities. Recommendations for future planning committees and governance retreats are also provided. Supporting documentation is included in the appendices.

## Planning Committee Activities

### February 2012

The idea for an overnight retreat was initiated by Interim President Stas Preczewski, who also offered to fund the retreat and provide administrative assistance for the planning process. The Executive Committee of the University Senate accepted this offer and proceeded with appointing the Planning Committee. The committee members were all volunteers, with the exception of Monica Starley who accepted the President's invitation to join the committee.

- The Planning Committee initiated the planning process by asking for suggestions for locations for the off-campus retreat. The following options were suggested.
  1. Cuscowilla (Lake Oconee)  
<http://www.cuscowilla.com/meetings.php>
  2. Ritz-Carlton Lodge (Reynolds – Lake Oconee)  
<http://www.ritzcarlton.com/en/Properties/ReynoldsPlantation/Meetings>
  3. Calloway Gardens (Pine Mountain)  
<http://www.callawaygardens.com/resort/group-events/>
  4. Evergreen Resort (Stone Mountain)  
<http://www.evergreenresort.com/>
  5. Unicoi State Park & Lodge (Helen)  
<http://www.galodges.com/lodges/unicoi/meetings/>
  6. Savannah

### March 2012

- Suggested locations were investigated to determine appropriateness of facilities, distance to venue, and estimated total cost.
- Callaway Gardens was selected as the location for the 2012 Governance Retreat.

### April 2012

- Planning Committee met to provide input on the event requirements (ie number of guest rooms, meeting rooms, meals etc).
- Monica Starley initiated the planning process with Callaway Gardens.
- Reservations were made for the use of a Georgia College bus for transportation to and from the Retreat.
- Location and dates of the Governance Retreat were announced at the final Senate meeting of 2011-12 on April 20<sup>th</sup> and also at the organizational meeting for the 2012-13 Senate on April 27<sup>th</sup>.

### May 2012

- Contract with Callaway Gardens was submitted and approved.
- Planning Committee met to discuss tentative agenda for the retreat.
- Online registration for the retreat was launched. This proved to be a very successful method for tracking registration. See Appendix A.

### June 2012

- Members of the Planning Committee visited Callaway Gardens to meet with the Event Coordinator. A tour of the facilities was provided. Meeting room requirements and catering details were discussed.
- Email reminders about the Retreat Registration were sent to all senators who had not yet responded to the survey.

### July 2012

- The committee continued to work with the Event Coordinator at Callaway Gardens to finalize arrangements for the retreat.
- Email reminders about the Retreat Registration were sent to all senators who had not yet responded to the survey. A list of participants is provided in Appendix B.
- All reservations relating to accommodation and transportation were reconfirmed. Cost information is provided in Appendix C.

### August 2012

- The Planning Committee met to finalize the agenda for the retreat. See Appendix D.
- Materials and handouts to be used at the retreat were compiled and distributed via email to all participants via email. A list of these materials is provided in Appendix E.
- Ashton Dreyer created folders containing printed copies of the materials to be distributed at the Retreat.
- Participants completed Travel Authorizations.

- 2012 Governance Retreat held at Callaway Gardens on August 7 and 8.

### **Evaluation of the Retreat**

Craig Turner created and distributed an evaluation survey at the end of the last session at the retreat. A copy of the survey is included in Appendix G. The numerical results and comments from this survey are presented in Appendices H and I.

The results of the survey suggest that the Governance Retreat was effective on the whole, with some sessions viewed as more worthwhile than others. The social time that resulted from holding the retreat off-campus provided senators with the opportunity to get to know one another and form

The distance to the location and the timing of the event (so close to the start of the semester) are issues that need further consideration when planning future retreats.

### **Recommendations for 2013 Governance Retreat**

- Planning Committee
  - Form Planning Committee by the end of the Fall 2012 semester
  - Presiding Office Elect should be a member of the Planning Committee
  - Consult with members of previous year's Planning Committee
- Location
  - Solicit input on potential locations from senators
  - Off-campus location within 2 hours driving time
- Date
  - Identify a date that does not conflict with other university-wide events (even if you are told it is ok!)

## Appendix A – Registration Form

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### Registration Information

The 2012 Governance Retreat will be an overnight event held at Callaway Gardens. The retreat will start on the evening of Tuesday August 7th and conclude by mid-afternoon Wednesday August 8th. Accommodation (single occupancy), meals, and transportation will be provided for all participants.

The primary purpose of this registration process is to provide us with numbers for room bookings and catering. Further details regarding the retreat will be made available later in the summer.

### Senator Information:

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **1) Will you be attending the GC Governance Retreat? (Tuesday 8/7 - Wednesday 8/8)**

Yes

No

**2) Bus transportation will be provided at no cost to retreat participants. Details of departure times and locations will be provided closer to the date of the retreat. Please note that if you choose to drive your personal vehicle to the retreat you will not be reimbursed for mileage.**

**Do you plan to use the bus transportation provided?**

Yes

No

### **3) Do you have any special dietary requirements?**

No

Vegetarian

Vegan

Gluten-free

Other: \_\_\_\_\_

### **4) Are there any particular sessions, topics, or issues you would like included on the agenda for the retreat?**

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### Thank You!

Thank you for completing the 2012 Governance Retreat registration survey.

Additional information about the retreat will be available later in the summer.

If you have any questions about the retreat, please email [catherine.whelan@gcsu.edu](mailto:catherine.whelan@gcsu.edu)

## Appendix B – Retreat Participants

<b>Lastname</b>	<b>Firstname</b>	<b>Committee</b>
Allen	Susan	RPIPC
Anderson	A. Kay	CAPC / SoCC
Armstrong	Kirk	RPIPC
Baker	Dean	FAPC-x
Barkovskii	Andrei	APC
Bragg	Beauty	FAPC
Butler	Scott	FAPC / SoCC
Chamblee	Dianne	SAPC
Clark	Janet	ECUS
Cook	Carrie	FAPC
Davis	Ben	RPIPC
de Posada	David	CAPC
Ethridge	Aubrey	RPIPC
Flory	Jennifer	APC-x
Horgan	Maureen	RPIPC
Kitchens	Joshua	ECUS
Liao-Troth	Matthew	ECUS
MacMillan	Deborah	ECUS
Magoulick	Mary	SoCC
Marshall	Bryan	APC
McCauley	Elizabeth	RPIPC
Meade	Cara	CAPC / SoCC
Metzker	Julia	CAPC
Miller	William	FAPC
Moore	Leslie	FAPC
Mumma	Brian	CAPC
Muschell	Lyndall	ECUS
Pinney	Amy	SAPC
Roberts	Holley	FAPC
Sams	Doreen	SAPC
Steele	Susan	CAPC
Sumpter	Amy	SoCC
Swinton	John	CAPC / SoCC
Turner	Craig	ECUS
Whelan	Catherine	ECUS
Williams	Matthew	GA
Wills	Stephen	SAPC
Jones	Paul	n/a

**Appendix C – Cost Summary**

<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
Callaway Gardens	Accommodation, Meals, Meeting Rooms	\$5502.60
Georgia College	Bus Transportation (Vehicle and Driver Costs)	\$1027.50
Planning Committee	Mileage reimbursement (2 vehicles)	\$270.00
	<b>TOTAL</b>	\$6800.10
	<b># Participants</b>	38
	<b>Cost per Participant</b>	\$178.95

## Appendix D – Retreat Agenda

<b>Tuesday, August 7</b>		
3:00 pm	Bus departs Georgia College – Montgomery St Shuttle Stop Bus will be available to board at 3pm for a 3:15pm departure	Jan Clark Dean Baker
6:00 pm	Registration at Callaway Gardens – <i>Mountain Creek Inn</i>	
6:30 pm	Pre-dinner drinks – <i>Vineyard Green Lounge (cash bar)</i>	
7:30 pm	Dinner – <i>Georgia Room</i> Georgia College Governance History	Catherine Whelan Craig Turner
<b>Wednesday, August 8</b>		
<i>All sessions will be held in the Mountain Creek Conference Center</i>		
From 6:30 am	Buffet Breakfast – <i>Plant Room Restaurant</i> Check-out: Bus available for luggage from 7:45am	
8:15 am	Welcome – <i>Room 211</i>	Catherine Whelan
8:20 am	Orientation: Senate Structure & Purpose	Craig Turner
8:30 am	Shared Governance Breakout Session	Catherine Whelan
9:30 am	Committee Breakout Session	Committee Officers
10:30 am	Break – <i>Basil Lounge</i>	
10:50 am	Complete College Georgia	Matthew Liao-Troth
12:00 pm	Lunch – <i>Sage Room</i>	
1:00 pm	“Mock” University Senate Meeting	
2:00 pm	Break – <i>Basil Lounge</i>	
2:30 pm	Bus departs Callaway Gardens - Available for boarding from 2:15pm	
Approx. 5:00pm	Bus arrives Milledgeville	

## Appendix E – List of Retreat Documents

- Retreat Agenda
- Orientation Highlights
- Governance History
- University Senate Handbook
- 2012-2013 Standing Committee Memberships
- Shared Governance Session Questions
  - Shared Governance Article - Exactly What is Shared Governance? by Gary A. Olson
  - AAUP Statement on Government of Colleges and Universities
  - AAHE Traits of Effective Senates
- Standing Committee Breakout Session Supporting Document
- Standing Committee Operating Procedures - Samples
- Complete College Georgia
  - Campus Implementation Plan DRAFT 1 (June 29, 2012)
  - Dr. Houston Davis (USG CAO) Response to DRAFT 1 (August 1, 2012)
  - USG Complete College Georgia Peer Feedback (August 1, 2012)
- Agenda of 8 August 2012 "Mock" University Senate Meeting
- Directions and Maps
- 2011-2012 Standing Committee Annual Reports
  - Academic Policy Committee (APC)
  - Curriculum and Assessment Policy Committee (CAPC)
  - Faculty Affairs Policy Committee (FAPC)
  - Resources, Planning and Institutional Policy (RPIPC)
  - Student Affairs Policy Committee (SAPC)



## Appendix F – Summary of Shared Governance Session

### What are your expectations for shared governance at Georgia College?

- Civility and respect during discussions/debates
- University Senate is meaningful (not just for show)
- Genuinely “shared” governance/responsibility
- Provide all stakeholders with access and the opportunity to participate (issue of power dynamics)
- Transparency from administration & faculty
- Senate participation is valued
- Place to get together on common ground
- Communication and engagement

### What are your responsibilities as a senator?

- Show up & participate
- Communication and dissemination of information
- Represent your views and your constituents’ views
- Build trust and respect
- Accountability and transparency
- Stay informed about (too much time spent reviewing what people should know)
  - higher education issues in general
  - university level issues
  - issues on other committees
  - your department and college

### How can we engage the university community in shared governance?

- Promote communication
  - Broadcast success
  - Make it short and sweet
  - Newsletter/notes from Senate Presiding Officer (email to all faculty, staff, and SGA)
  - Easier access to minutes and reports
  - User-friendly/reader-friendly minutes
  - User-friendly website
  - Colonnade
- Sense of community
  - Introduce everyone each meeting
  - Start using nametags at meetings and recognizing visitors
- Constituency buy-in
  - Report out at department and college meetings
  - Face-to-face discussion with constituents
  - Solicit feedback from constituents
  - Communicate highlights of senate activities
- Senator selection / representation
  - More at-large senators
  - Senator selection within a department is subject to department policies and politics
    - Not everyone feels they have representation / access to participate
  - One senator per department, the rest at-large
- Promote University Senate at new faculty orientation

- Adding a mechanism for all-faculty votes for relevant issues

### Appendix G – Evaluation Form

#### University Senate Governance Retreat Evaluation Form

August 7th, 2012 and August 8th, 2012

Please select a response that indicates the quality of each session to improve your effectiveness as a University Senator by ranking each session from 5 (Most Effective) to 1 (Completely Ineffective). Please circle zero if you did not attend the session. Circle ONLY one response for each session. Comments detailing the reasoning for your choice will be most useful.

7:30-8:30 Tu Aug 7		(0) Not attend (1) Completely Ineffective (2) Ineffective (3) Somewhat effective (4) Effective (5) Most Effective					
1	Dinner/Governance History	0	1	2	3	4	5
Comments:							

8:20-8:30 We Aug 8		(0) Not attend (1) Completely Ineffective (2) Ineffective (3) Somewhat effective (4) Effective (5) Most Effective					
2	Orientation: Structure & Purpose	0	1	2	3	4	5
Comments:							

8:30-9:30 We Aug 8		(0) Not attend (1) Completely Ineffective (2) Ineffective (3) Somewhat effective (4) Effective (5) Most Effective					
3	Shared Governance	0	1	2	3	4	5
Comments							

9:30-10:30 We Aug 8		(0) Not attend (1) Completely Ineffective (2) Ineffective (3) Somewhat effective (4) Effective (5) Most Effective					
4	Committee Breakout	0	1	2	3	4	5
Comments							

10:50-12:00 We Aug 8		(0) Not attend (1) Completely Ineffective (2) Ineffective (3) Somewhat effective (4) Effective (5) Most Effective					
5	Complete College Georgia	0	1	2	3	4	5
Comments							

## University Senate Governance Retreat Evaluation Form

August 7th, 2012 and August 8th, 2012

Please select a response that indicates the quality of each session to improve your effectiveness as a University Senator by ranking each session from 5 (Most Effective) to 1 (Completely Ineffective). Please circle zero if you did not attend the session. Circle ONLY one response for each session. Comments detailing the reasoning for your choice will be most useful.

12:00-1:00 We Aug 8		(0) Not attend (1) Completely Ineffective (2) Ineffective (3) Somewhat effective (4) Effective (5) Most Effective					
6	Lunch	0	1	2	3	4	5
Comments							

1:00-2:00 We Aug 8		(0) Not attend (1) Completely Ineffective (2) Ineffective (3) Somewhat effective (4) Effective (5) Most Effective					
7	"Mock" University Senate Meeting	0	1	2	3	4	5
Comments							

		(0) Not attend (1) Completely Ineffective (2) Ineffective (3) Somewhat effective (4) Effective (5) Most Effective					
8	Overall Effectiveness of the Retreat	0	1	2	3	4	5
Comments							

	Please provide feedback on the	Scheduling (Date, Times)	Travel, Refreshments	Location (Site)
9				
Comments:				

## Appendix H – Evaluation Results: Numerical

### Rating Legend:

- 1 Completely Ineffective
- 2 Ineffective
- 3 Somewhat Effective
- 4 Effective
- 5 Most Effective

<b>Session:</b>	<b>Mean</b>	<b>Std Dev</b>	<b>Count</b>
Dinner - Governance History	4.28	1.05	29
Orientation, Structure, & Purpose	4.19	0.79	29
Shared Governance	4.28	0.81	30
Committee Breakout	4.38	0.79	30
Complete College Georgia	4.00	1.01	30
Lunch	4.02	0.97	26
Mock Senate Meeting	4.48	0.56	26
Overall Effectiveness of Retreat	4.46	0.56	24

## Appendix I – Evaluation Results: Comments

### 1. Dinner / Governance History

- The food was excellent. “Stump Craig” was a lot of fun.
- Good way to complete boring topic
- Fun – should definitely repeat “Stump Craig”
- Enjoyed the social hour before dinner. Good to have the President and the Provost present.
- Dinner 5, presentation 3, funny but an actual short synopsis would have been good for us newbies. 4 opportunity to grill the interim President.
- Good motivation to read document.
- Loved the “Stump Craig” game. Jan Clark should be in charge of the retreat “fun” every year. Great food.
- No real vegetarian option.
- Format was highly effective.
- Instructive.
- I liked it – especially “Stump Craig”
- A summary of the evolving concept/function of the senate – this is covered in the form, but some memories of how things used to function, how they are better now would be quite interesting.
- Good food – very good “Stump Craig”
- Food was a major improvement.
- The “Stump Craig” actually got me to read and pick out details of the history. It was the first time I paid attention to history – engaged learning.
- Game was fun – “Stump Craig” – enjoyed the creative way to learn history. President’s address was informational.
- Loved the “Stump Craig” format. Good food – happy with no host bar.

### 2. Orientation: Structure & Purpose

- Enjoyed this year’s orientation
- A lot of info quickly, nice to have the handout for later review.
- Worth a few extra minutes.
- Good doc.
- Good.
- Had trouble following organization.
- All new – loved hearing more. (smiley face)

### 3. Shared Governance Breakout

- Good reminder of why we are here
- I liked how we broke up into smaller groups
- Ineffective due to members of group – closed-minded
- Good meeting
- Great discussion in my group.
- Breakout out sessions need a little more structure to avoid general “vent” sessions.
- Good discussion.
- Wonderful.
- Needed appointed [discussion] leader.
- Reasonable.
- More conversations on this are needed.
- The Provost had vote of no confidence when writing that column (Chronicle of Higher Ed article).

#### 4. Committee Breakout Session

- Good pre-planning meeting
- Good meetings
- I will let my committee members evaluate my performance, but I was pleased with the results.
- Breakout sessions need a little more structure to avoid general “vent” sessions.
- Ok, but my committee didn’t meet.
- Good.
- Seeing some examples of proposals from the previous year would be helpful.
- Much better than last year.
- These were really helpful.
- Would like more emphasis in full group on the tasks.
- Very confusing, unstructured.
- Very helpful.

#### 5. Complete Georgia College

- Excellent – I enjoyed the retreat away from the college and for those who came an excellent bonding experience.
- I had not done the reading, a little more direction would have been helpful, we got a little side-tracked but still came up with suggestions. Matthew Liao-Troth’s visit was very helpful.
- Interesting but unexpected task.
- Weird.
- Not sure what we were accomplishing in that discussion.
- Time constraints limited this – interesting project though.
- Much better than last year.
- Don’t think we really were prepared for this.
- Large task for short time.
- Interesting.

#### 6. Lunch

- Excellent food
- Nice!
- Great food.
- Great food.
- Fine.
- More healthy options.
- Salty.
- Good food – pecan pie (smiley face)

#### 7. Mock University Senate Meeting

- Good idea!
- Very informational.
- Very helpful. Great to see that we have a sense of humor.
- Good walk-through.
- Helpful.
- Fine.
- USEFUL! Not really “mock”
- Very informative.
- Fun.

## 8. Overall Effectiveness of the Retreat

- See front comment (Guessing they referred to: Excellent – I enjoyed the retreat away from the college and for those who came an excellent bonding experience.)
- Send us the info earlier – maybe some of us would have done more homework. The handouts/materials were helpful.
- Not a big fan of the off-campus approach, but it worked.
- Good.
- Catherine Whelan – awesome. Craig – awesome. First breakout session awesome!
- Thanks for the commitment to the senate members and university as a whole. Site was disappointing – mole in room.
- Very good use of time.
- I very much like the small group interaction as a new senator, I am still a bit confused about some of my responsibilities / logistics. I am sure I will pick it up. Generally, I'd like to see us find more time for important discussions about our goals as an institution and visioning for the senate. The retreat seems a good time.
- Best one I've been to!
- Great.
- Nice opportunity to network and learn more about role.

## 9. Feedback Scheduling (Dates, Times) (Travel, Refreshments) Location (Site)

- Good retreat
- Overall the retreat went well. I would have it a week earlier to avoid overlap with other university events. Also I would have the retreat over a few days, that way we would/could enjoy the retreat location.
- Terrible dates! Last week would have been better / Difficult time to get away from campus. Location was nice to get away – but would have been better to be close to Milledgeville.
- Lunch was fine with me, but did hear several comments regarding vegetarian.
- Good timing.
- Scheduling good, Travel/refreshments good. Location/site great. Thanks for not making it the previous week – it was nice to have healthy food – location was beautiful – may want to consider closer location, but I would rather travel to a nice location than be on campus or in a less pleasant one. Location has an effect on mood.
- Nice.
- I can appreciate the intent of the off-site location – to help us build camaraderie – however faculty are very busy, especially this time of year. It is difficult to arrange for our other obligations (both family and professional) – and because of this can actually cost us money personally to make arrangements. Plus, we missed our program/department assessment time.
- I wish we'd had more time to explore the gardens.
- Outstanding! Thanks for all the hard work!
- I wish it had been last week. This is the worst possible week to be gone for two days. Six hours of travel – four hours plus 25 minutes total meeting time (excluding lunch and breaks).
- Loved the bus availability and retreat location.
- It seems a long way to travel for a meeting, and not spend time at the site. Perhaps next year it could be at a site closer to Milledgeville. Indian Springs??
- Everything was great.
- Location too far and not a good value for the cost.
- Travel was nice. Maybe it could be a little closer?
- The location allowed senators to focus on the meeting itself rather than dealing with the issues on campus. Food – excellent!!
- I think it would be great to meet earlier in August (even Aug 1) for the retreat. Lots going on during this time – so close to classes starting.
- Great event.