

COMMITTEE NAME: EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS) WITH STANDING COMMITTEE CHAIRS

MEETING DATE & TIME: 5 Oct 2012; 2:00 –3:15

MEETING LOCATION: PARKS ADMINISTRATION BUILDING, ROOM 301

ATTENDANCE:

MEMBERS		“P” denotes Present, “A” denotes Absent, “R” denotes Regrets	
R	Janet Clark (CoAS, ECUS Chair Emeritus)	P	Deborah MacMillan (CoHS)
R	Steve Dorman (University President)	P	Lyndall Muschell (CoE, ECUS Vice-Chair)
P	Joshua Kitchens (Library)	P	Craig Turner (CoAS, ECUS Secretary)
R	Matthew Liao-Troth (Interim Provost)	P	Catherine Whelan (CoB, ECUS Chair)
R	Bryan Marshall (CoB, APC Chair)	P	Susan Steele (CoHS, CAPC Chair)
P	Leslie Moore (CoHS, FAPC Chair)	P	Maureen Horgan (CoAS, RPIPC Chair)
P	Dianne Chamblee (CoHS, SAPC Chair)		
GUESTS:			
Macon McGinley (APC Vice-Chair)			
Matthew Williams (Graduate Assistant of the 2012-2013 University Senate)			
	<i>Italicized text denotes information from a previous meeting.</i>		
	*Denotes new discussion on old business.		

AGENDA TOPIC	DISCUSSIONS & CONCLUSIONS	ACTION OR RECOMMENDATIONS	FOLLOW-UP {including dates/responsible person, status (pending, ongoing, completed)}
I. Call to order	The meeting was called to order at 2:04 pm by Catherine Whelan (Chair).		
II. Approval of Agenda	A motion to approve the agenda was made and seconded. The <i>SCoN</i> report was amended to be the <i>ECUS-SCoN</i> report.	The agenda was approved as amended.	

III. Approval of Minutes	A motion to consider the 28 Sep 2012 ECUS minutes was made and seconded. These minutes had been amended while reviewed via email and had been posted as amended to the minutes.gcsu.edu site.	The 28 Sep 2012 ECUS minutes were approved as presently posted, so no additional action was required.	
IV. Reports			
President's Report Steve Dorman	As President Dorman had extended regrets for this meeting, no President's Report.		
Provost's Report Matthew Liao-Troth	<ol style="list-style-type: none"> 1. The university now has a procedure for Payment Card Industry (PCI) Data Security Standard (DSS) compliance to support secure credit card transactions. Details are provided in the supporting document entitled <i>PCI_DSS_Proc.pdf</i>. 2. As an information item, Chief Information Officer (CIO) Robert Orr is proposing four advisory groups to advise the CIO. Details on the charges and compositions of these proposed advisory groups are provided in the attached documents entitled <i>CIO_ASBAC.pdf</i>, <i>CIO_ATAC.pdf</i>, <i>CIO_DSC.pdf</i>, and <i>CIO_TIAC.pdf</i>. 3. The annual university budget hearings are scheduled for 19 Nov 2012. Details regarding times and location will be broadcast by email closer to that date. 4. The university has sustained a 3% budget cut and is anticipating an additional 2% cut for the current fiscal year. 		
CAPC (Curriculum and Assessment Policy Committee) Report – Susan Steele	<p>There are no motions being proposed by CAPC for consideration at the 19 Oct 2012 University Senate meeting.</p> <ol style="list-style-type: none"> 1. The policy on substantive change will be considered for a vote at the 26 Oct 2012 		

	<p>meeting of CAPC.</p> <ol style="list-style-type: none"> 2. CAPC will propose a standard definition of concentration but declines to define tracks at this time. 3. Tracking of new course and program proposals will be available through Registrar's office software recently purchased for catalog development. 4. Committee has approved motions to give SoCC authority to approve courses for the global overlay for <ol style="list-style-type: none"> A. All study abroad courses B. Courses approved by the department chair for the internationalization plan and which have clear mapping to the global overlay. 		
<p>FAPC (Faculty Affairs Policy Committee) Report – Leslie Moore</p>	<ol style="list-style-type: none"> 1. FAPC has formed a Student Opinion Survey work group to have webinars to collect information on nationally normed student opinion survey instruments including those recommended by the work group of the University Chairs Council, specifically IDEA and ETS SIR II. 2. FAPC has decided to scratch from its consideration the pre-tenure language in the <i>Policies, Procedures and Practices Manual</i>. 3. FAPC has decided to defer consideration of the post-tenure review language in the <i>Policies, Procedures and Practices Manual</i> until it completes consideration of the Student Opinion Surveys. 4. The language for faculty status steered to FAPC at the 05 Sep 2012 meeting of ECUS-SCC was reviewed by FAPC members at the 28 Sep 2012 FAPC meeting. FAPC is proposing edits to the 		

	language regarding faculty voting rights of individuals with faculty status and will be submitting these proposed edits to the language as a motion for consideration by the University Senate at its 19 Oct 2012 meeting.		
SAPC (Student Affairs Policy Report) – Dianne Chamblee	<p>There are no motions being proposed by SAPC for consideration at the 19 Oct 2012 University Senate meeting. The matters considered by SAPC at its 28 Sep 2012 meeting include:</p> <ol style="list-style-type: none"> 1. Student research funds with visitor Dr. Steven Jones, Director of the Center of Engaged Learning. 2. SAPC operating procedures were reviewed and approved and will soon be filed with ECUS. 3. Continuing the preparations for the delivery of an educational program for students to address the concerns on Adderall abuse. This program is being developed by students in consultation with nursing students and nursing faculty and is expected to be delivered in the residence halls during the 2012-2013 academic year. 4. Seeking university and local community support for international students to help these students connect to both of these communities. 		
RPIPC (Resources, Planning, and Institutional Policy) Report- Maureen Horgan	<p><u>07 Sep 2012:</u></p> <ol style="list-style-type: none"> 1. <i>There are no motions being proposed by RPIPC for consideration at the 21 Sep 2012 University Senate meeting</i> 2. <i>At its 24 Aug 2012 meeting, RPIPC adopted operating procedures that were comparable to those of the 2011-2012 RPIPC and prioritized tentative agenda</i> 	<p><u>07 Sep 2012:</u></p> <ol style="list-style-type: none"> 1. <i>The item of smoking policy was formally steered to RPIPC for consideration. Specific suggestions to focus on awareness, education, and enforcement of the policy were offered.</i> 	<p><u>07 Sep 2012:</u></p> <ol style="list-style-type: none"> 1. <i>Maureen Horgan will ensure that RPIPC consider the smoking policy matter, particularly the logistics of smoking policy enforcement.</i>

	<p>items. Among its tentative agenda items were smoking policy (enforcement), common meeting time task force, university service recognition lag (e.g. faculty being recognized in the spring of their 11th year for ten years of service), Shared Leave, University Email Listservs (e.g. the many messages received from the sender GC Communications), Website and CAS Issues.</p> <p>3. At its 28 Sep 2012 meeting, RPIPC will consider the aforementioned topics of University Email Lists and Website and CAS Issues in consultation with John Hachtel, Associate Vice President of Strategic Communications, and Robert Orr, Chief Information Officer.</p> <p>4. At its 26 Oct 2012 meeting, RPIPC will consider the aforementioned topics of Service Recognition Lag and Shared Leave in consultation with Rod Kelly, Director and Chief Human Resources Officer.</p> <p><u>05 Oct 2012:</u> There are no motions being proposed by RPIPC for consideration the 19 Oct 2012 University Senate meeting.</p> <p>1. RPIPC Representatives to other groups:</p> <ol style="list-style-type: none"> Lucy Kachmarik agreed to be the RPIPC representative on the Signage Committee. Greg Mahan agreed to be the RPIPC representative on the Sustainability Council. <p>2. Items that RPIPC agreed to address at its 26 Oct 2012 meeting include:</p> <ol style="list-style-type: none"> Shared Leave and Service Recognition Lag. Rod Kelly, 	<p>2. There was conversation about the status of the Common Meeting Time Task Force noting it was a group formed and charged by the 2011-2012 RPIPC and that it was appropriate for the 2012-2013 RPIPC to consider whether its desire is to authorize and formalize the continuation of this task force.</p> <p><u>05 Oct 2012:</u> There was a lively discussion on the common meeting time topic stimulated by the task force statement. Conversation points included:</p> <ol style="list-style-type: none"> There was a suggestion to formally document guidance on the common meeting time and classroom scheduling in some official repository such as documenting it as practice or procedure in the <i>Policies, Procedures and Practices Manual</i>. Two perspectives regarding the common meeting time task force recommendation that colleges consider implementing a college-level common meeting time were offered (a) classes should be scheduled first and then the meeting times identified (b) if the college elected to have 	<p>2. Maureen Horgan will ensure that the 2012-2013 RPIPC consider the status and continuation of the Common Meeting Time Task Force.</p> <p><u>05 Oct 2012:</u></p> <ol style="list-style-type: none"> Maureen Horgan is ensuring that RPIPC consider the smoking policy matter. Maureen Horgan did ensure that RPIPC consider the status and continuation of the Common Meeting Time Task Force. Maureen Horgan to seek feedback from the Common Meeting Time Task Force on the inclusion on the editorial suggestions to its statement offered during the 05 Oct 2012 review by ECUS and Standing Committee Chairs.
--	--	---	---

	<p>Director and Chief Human Resources Officer, will attend the meeting.</p> <p>b. Smoking Policy Enforcement. Amy Whatley, Associate Director of the Wellness and Recreation Center met with Freshman Senator Juawn Jackson (who also represents the Student Services Committee) about suggestions from students. The students are interested in taking the lead on enforcement. Maureen Horgan has extended an invitation to Juawn Jackson to attend the 26 Oct 2012 meeting of RPIPC.</p> <p>c. Public Art Policy. Maureen Horgan has already started collecting information on public art policies at other COPLAC institutions.</p> <p>3. Workgroup updates</p> <p>a. Common Meeting Time Task Force. Sally Humphries, Chair of the Task Force, prepared a statement which is a clarification of the policy suggested in the report by the Classroom Utilization Committee chaired by Mark Pelton. There is more flexibility allowed than was understood when many colleges implemented the new schedule.</p> <p>4. Guests at 28 Sep 2012 RPIPC meeting:</p> <p>a. John Hatchel, Associate VP for Strategic Communications spoke about the need to:</p> <p>i. Improve the reputation of the strategic communications unit that he directs,</p> <p>ii. Create a strategic plan for a</p>	<p>one, the common college meeting time should be identified as some class time “on the grid” (say the 8-8:50 MWF block or 2:00-3:15 TR block, etc.) with no classes scheduled by that college during the selected block, thus making the classrooms used by that college available for use by the other colleges. Those present were split on these views and no clear consensus for either of these opinions emerged.</p> <p>3. An editorial suggestion for the task force document was offered. Specifically to change the phrase referencing the college common meeting time from “during which no classes <i>would be</i> scheduled” to “during which no classes <i>have been</i> scheduled.” There was agreement that the task force document should not be modified and distributed more widely as a statement from the task force without ensuring that the task force was in agreement with the proposed modification. Thus Maureen Horgan was charged to consult Sally Humphries and obtain feedback from the task force regarding proposed editorial modifications. .</p>	
--	---	--	--

	<p>flexible branding personality that can be used for recruiting (a Media Relations Manager should be hired and in place within three weeks)</p> <ul style="list-style-type: none"> iii. Create a new university website with better navigation features (within a year) iv. Reinstate a way to reach all students via an email listserv v. Improve listservs and campus-wide email communication <p>b. Bob Orr and James Carlisle (University IT) reported on their progress with CAS 2.</p> <ul style="list-style-type: none"> i. There is an advisory committee providing input. ii. CAS 2 will allow access to all, or nearly all school programs with one log-in (most are completed or pending, PAWS is not yet tied in). iii. A complicated (“strong”) password is necessary for regulation (federated ID). iv. IT will be making it easier to retrieve a lost password. v. They are also working on a comparable program for off-campus access. 		
<p>APC (Academic Policy Committee) Report –</p> <p>Macon McGinley (for Bryan Marshall)</p>	<p><i>07 Sep 2012:</i></p> <p><i>There are no motions being proposed by APC for consideration at the 21 Sep 2012 University Senate meeting. A list of tentative agenda items for the 2012-2013 APC, some provided by the University Registrar, are:</i></p> <ol style="list-style-type: none"> <i>1. Review of the 5W Policy</i> <i>2. Review of the Advising Policy</i> 		

	<p><i>(seeking consistency in the advisor hold removal process as well as advising practices)</i></p> <ol style="list-style-type: none"> 3. <i>Review of the content and use of a link to the Syllabus Repository (housing standardized syllabus statements for all university syllabi)</i> 4. <i>Plus/Minus Grades</i> 5. <i>Review of Grade Changes policy</i> 6. <i>Review of Grade Replacement for Graduate Courses</i> <p><u>05 Oct 2012:</u></p> <ol style="list-style-type: none"> 1. There are no motions being proposed by APC for consideration the 19 Oct 2012 University Senate meeting. 2. APC continues to consider the items mentioned at the 07 Sep 2012 ECUS-SCC meeting with one exception. 3. After discussing the <i>grade replacement for graduate courses</i> topic, the APC decided the practices on this matter are best left to the discretion of the college or department as there are a variety of practices in place that are either conforming to best practices within the discipline and/or complying with policies and guidance from program or college accreditation organizations. 		
ECUS (Executive Committee of the University Senate)	Due to a shortage of time, Catherine Whelan deferred the time for the ECUS report to the SCoN Report.		
Catherine Whelan			
Subcommittee on Nominations (SCoN)	<u>08 Sep 2012:</u>	<u>28 Sep 2012:</u>	<u>27 Sep 2012:</u>
Lyndall Muschell	<ol style="list-style-type: none"> 1. <i>FAPC Vacancy: Lyndall Muschell noted that the vacancy on the Faculty Affairs Policy Committee (FAPC) in the position</i> 	<ol style="list-style-type: none"> 1. <i>FAPC Vacancy: Section II.1.B of the University Senate Bylaws requires that</i> 	<ol style="list-style-type: none"> 1. <i>FAPC Vacancy: Lyndall Muschell and Catherine Whelan will</i>

	<p><i>held by David Connolly, who was no longer working at Georgia College, had been filled. As the library was the only academic unit that did not have a representative on FAPC, Lyndall had asked Josh Kitchens to seek a volunteer from the corps of instruction library faculty. Beth Broyles would shift as a volunteer on the Student Affairs Policy Committee (SAPC) to fill the vacancy as a volunteer on FAPC and Liz Thompson would fill the position on SAPC vacated by Beth Broyles. These modifications maintained compliance with all bylaws requirements on the composition of the university senate committees and were effective with the 28 Sep 2012 committee meetings.</i></p> <p>2. <u>Apportionment:</u> <i>Lyndall Muschell thanked Craig Turner for preparing the draft apportionment document for committee review. Craig Turner noted that the apportionment was unchanged from the previous year. The committee accepted the draft apportionment report to be the official apportionment of the elected faculty senator positions.</i></p> <p>3. <u>Contacting Deans:</u> <i>Lyndall Muschell noted that the next step in the elected faculty senator election process for 2012-2013 was for the designated members (to be determined at a future meeting) of the Executive Committee to meet with their respective deans to share information to inform elections of successors for elected faculty senators with terms of service ending in April 2013. Catherine Whelan noted that she could provide the deans a</i></p>	<p><i>vacancies or resignations that occur during a term of service shall be filled for the remainder of that term following the process used in the original election, selection or appointment. This requirement calls for a SCoN motion for consideration by the university senate at its next (19 Oct 2012) meeting detailing the changes in memberships made to the committee composition to fill the vacancy on FAPC.</i></p> <p>2. <u>Apportionment:</u> <i>Section II.2.A.2 of the University Senate bylaws requires that the exact number of elected faculty senator positions apportioned to each academic unit shall be determined by the Executive Committee and announced to the University Senate by October 1.</i></p> <p>3. <u>Contacting Deans:</u> <i>The committee agreed that Catherine Whelan should provide the heads up and that Lyndall Muschell and Craig Turner should draft an elected faculty senator election information document.</i></p> <p><u>05 Oct 2012:</u></p> <p>1. FAPC Vacancy: <i>As was noted at the 28 Sep 2012</i></p>	<p><i>ensure that the SCoN motion text as well as the relevant supporting documents are entered into the online motion database in time for consideration by the university senate at its 19 Oct 2012 meeting.</i></p> <p>2. <u>Apportionment:</u> <i>Catherine Whelan will ensure that the apportionment is announced to the University Senate by 1 Oct 2012 to comply with the relevant bylaw.</i></p> <p>3. <u>Contacting Deans:</u></p> <ul style="list-style-type: none"> • <i>Catherine Whelan will provide the deans a heads up at the next academic leadership meeting that each should expect a visit from a member of the Executive Committee to provide details to inform elected faculty senator elections.</i> • <i>Lyndall Muschell and Craig Turner will draft an elected faculty senator</i>
--	---	---	--

	<p><i>heads up at the academic leadership meeting that each should expect a visit from a member of the Executive Committee to provide details to inform elected faculty senator elections. Lyndall Muschell indicated that she and Craig Turner would draft a document with election information for the designated ECUS members to share with their deans.</i></p> <p><u>05 Oct 2012:</u></p> <ol style="list-style-type: none"> FAPC Vacancy: Lyndall Muschell repeated the report from the 28 Sep 2012 ECUS meeting noting that the vacancy on the Faculty Affairs Policy Committee (FAPC) in the position held by David Connolly, who was no longer working at Georgia College, had been filled. As the library was the only academic unit that did not have a representative on FAPC, Lyndall had asked Josh Kitchens to seek a volunteer from the corps of instruction library faculty. Beth Broyles would shift as a volunteer on the Student Affairs Policy Committee (SAPC) to fill the vacancy as a volunteer on FAPC and Liz Thompson would fill the position on SAPC vacated by Beth Broyles. These modifications maintained compliance with all bylaws requirements on the composition of the university senate committees and were effective with the 28 Sep 2012 committee meetings. Letters to Deans: Lyndall Muschell had distributed the drafts of elected faculty election letters to deans with appendices A-E to those present prior to the meeting. 	<p>meeting, Section II.1.B of the University Senate Bylaws requires that vacancies or resignations that occur during a term of service shall be filled for the remainder of that term following the process used in the original election, selection or appointment. This requirement calls for a SCoN motion for consideration by the university senate at its next (19 Oct 2012) meeting detailing the changes in memberships made to the committee composition to fill the vacancy on FAPC.</p> <ol style="list-style-type: none"> Letters to Deans: Agreed <ol style="list-style-type: none"> Catherine Whelan will make the change to the email contact information in the letters / appendices and share this information with deans at the next academic leadership meeting. Catherine Whelan will aggregate the election information from all the deans and circulate it to the committee. 	<p><i>election information document.</i></p> <ol style="list-style-type: none"> <i>Catherine Whelan will place this item on the agenda of a future ECUS or ECUS-SCC meeting so that designees can be named to meet with deans armed with the elected faculty senator information document.</i> <p><u>05 Oct 2012:</u></p> <ol style="list-style-type: none"> FAPC Vacancy: Lyndall Muschell and Catherine Whelan will ensure that the SCoN motion text as well as the relevant supporting documents are entered into the online motion database in time for consideration by the university senate at its 19 Oct 2012 meeting. Apportionment: Catherine Whelan did email apportionment to the university senate on 01 Oct 2012. Contacting Deans: <ul style="list-style-type: none"> Catherine Whelan to update the email contact information ecus@list.gcsu.edu to senate@gcsu.edu in elected faculty
--	---	---	--

	<p>These drafts were drafted collaboratively by Lyndall Muschell and Craig Turner. One editorial change was recommended to the documents, specifically to update the email contact information from the committee list (ecus@list.gcsu.edu) to an email address (senate@gcsu.edu) that will be received by only Presiding Officer Catherine Whelan. This will reduce the amount of email received by all members of the committee and allow Catherine to aggregate the elected faculty senator election information from deans before circulating it to the committee via email.</p>		<p>election letters to deans and distribute these letters with the appendices A-E to deans at the next academic leadership meeting.</p> <ul style="list-style-type: none"> • Lyndall Muschell and Craig Turner did prepare letters and the appendices for ECUS review including appendix C which houses the elected faculty senator information document they were charged to draft. <p>4. Catherine Whelan did place this item on the 05 Oct 2012 agenda.</p> <p>5. Catherine Whelan will aggregate the elected faculty senator election information from deans and circulate it to the committee via email.</p>
<p>Governance Retreat Planning Committee Catherine Whelan</p>	<p><u>28 Sep 2012:</u> <i>Catherine Whelan circulated a DRAFT report for the 2011-2012 Governance Retreat Planning Committee and invited ECUS members to read the draft over the coming calendar week and offer feedback by email, particularly on the recommendations section. She noted in particular that one of the recommendations in the report was that the 2012-2013 governance retreat planning</i></p>	<p><u>28 Sep 2012:</u> <i>It was noted that other members of the 2011-2012 Governance Retreat Planning Committee should be given the opportunity to provide feedback on the report.</i></p>	<p><u>28 Sep 2012:</u></p> <ol style="list-style-type: none"> 1. <i>Catherine Whelan will send the draft report of to the other members of the retreat planning committee, Dean Baker and Monica Starley, inviting their feedback.</i> 2. <i>Catherine Whelan will receive and incorporate</i>

	<p><i>committee (this group plans the 2013 retreat) be identified no later than the end of the fall 2012 semester.</i></p> <p><u>05 Oct 2012:</u> Catherine Whelan had circulated this report as a supporting document with the tentative agenda prior to this meeting. No additional editorial suggestions were offered at this meeting. It was acknowledged that ECUS (not only Catherine) has the responsibility to ensure that the 2012-2013 governance retreat planning committee is formed by the end fall 2012 semester. Catherine Whelan indicated her intent to share this report as information with university senators at their 19 Oct 2012 meeting.</p>		<p><i>feedback into the draft report.</i></p> <p>3. <i>ECUS will ensure that the 2012-2013 governance retreat planning committee is formed no later than the end of the fall 2012 semester.</i></p> <p><u>05 Oct 2012:</u></p> <ol style="list-style-type: none"> 1. Catherine Whelan did circulate the report to other members of the retreat planning committee inviting their feedback. 2. Catherine Whelan did receive and incorporate feedback into the draft report. 3. Catherine Whelan will provide this report as an information item to the university senate at its 19 Oct 2012 meeting.
V. Information Items Actions/Recommendations			
1. Motion Modifications for 2011-2012	<p><u>28 Sep 2012:</u> <i>Catherine Whelan noted that Craig Turner had provided her a list of errors in the online motion database for 2011-2012 motions and that she and Craig had reviewed the list. Two types of errors were present:</i> <i>(1) Missing signatures of presiding officer or</i></p>	<p><u>28 Sep 2012:</u> <i>The committee authorized Craig Turner and Catherine Whelan to take actions on its behalf to update the relevant 2011-2012 motions, as indicated on the list circulated to the committee, in</i></p>	<p><u>28 Sep 2012:</u> <i>Catherine Whelan and Craig Turner will work with relevant university personnel to update the relevant 2011-2012 motions in the online</i></p>

	<p>university president or other irregularities, (2) Motion modifications documented within university senate meeting minutes that were not recorded in the online motion database. Craig circulated copies of the list to the members of the committee and Catherine requested that the committee authorize her and Craig to take actions on its behalf to update the relevant 2011-2012 motions in the online motion database.</p>	<p>the online motion database.</p>	<p>motion database.</p>
<p>VI. New Business Actions/Recommendations</p>			
<p>1. Broadcasting University Senate Meetings</p>	<p><u>28 Sep 2012:</u> The exploration of feasibility and desirability of making the viewing of a live broadcast of meetings of the University Senate available to the university community and requiring authentication (with the existing CAS ID and password if possible) to view these meetings was proposed for consideration.</p> <p><u>05 Oct 2012:</u> Those present were provided a brief synopsis of the issue (see above). Catherine Whelan indicated she would continue to gather more information to facilitate future deliberation on this matter and invited all present to “have a think” on this matter prior to the next ECUS-SCC meeting.</p>	<p><u>28 Sep 2012:</u> There was general agreement that</p> <ul style="list-style-type: none"> a) implementation of this broadcasting should be contingent upon approval by the University Senate. b) more details regarding implementation feasibility were necessary before this proposal would be ready for possible presentation to the University Senate. and that designated members of the Executive Committee should seek this information c) Standing Committee Chairs should inform the conversation on this matter and be consulted at the 5 Oct 2012 ECUS-SCC meeting. 	<p><u>28 Sep 2012:</u></p> <ol style="list-style-type: none"> 1. Catherine Whelan will consult with university television personnel to inform deliberation. 2. Josh Kitchens will consult with IDEAS personnel to inform this deliberation. 3. Catherine Whelan will ensure that this topic is placed on the tentative agenda of the 5 Oct 2012 ECUS-SCC meeting. <p><u>05 Oct 2012:</u></p> <ol style="list-style-type: none"> 1. Catherine Whelan will consult with university television personnel to inform deliberation. 2. Josh Kitchens will consult with IDEAS personnel to inform this deliberation.

			3. Catherine Whelan will ensure that this topic is placed on the tentative agenda of a future ECUS or ECUS-SCC meeting.
2. Counseling Services Referrals	<p><u>28 Sep 2012:</u> <i>With the recent move of counseling services from the main campus to west campus, the referral of a student to counseling services by a faculty member is now a drive or shuttle ride rather than a walk. Interest in a satellite office on the main campus or other means to facilitate convenience for these referrals is desirable. President Dorman indicated that he would represent this concern to his executive staff and seek a resolution of this matter.</i></p> <p><u>05 Oct 2012:</u> The email sent to faculty to indicate the current options available to faculty to refer a student to counseling services was noted by those present. However, there was a desire that consideration of alternative options such as a satellite office of counseling services on the main campus or other means to facilitate convenience for these referrals is desirable.</p>	<p><u>28 Sep 2012:</u> <i>There was general agreement to await an update on this matter from President Dorman before further considering the steering of this matter to a university senate committee.</i></p> <p><u>05 Oct 2012:</u> There was general agreement by those present to steer this item to the Student Affairs Policy Committee (SAPC) for further consideration.</p>	<p><u>28 Sep 2012:</u></p> <ol style="list-style-type: none"> 1. <i>President Dorman will consult his executive staff to seek resolution of counseling referral concern.</i> 2. <i>Catherine Whelan will ensure that this topic is placed on the tentative agenda of a future ECUS or ECUS-SCC meeting.</i> <p><u>05 Oct 2012:</u></p> <ol style="list-style-type: none"> 1. <i>President Dorman did consult his executive staff and an email was circulated to all faculty detailing the existing options for referring students to counseling services.</i> 2. <i>Catherine Whelan did place this item on the tentative agenda for the 05 Oct 2012 ECUS-SCC meeting.</i> 3. <i>Catherine Whelan will steer this matter for SAPC consideration.</i>
3. Policies Procedures and Practices Manual	<p><u>28 Sep 2012:</u> <i>Catherine Whelan indicated that she would</i></p>		<p><u>28 Sep 2012:</u> <i>Catherine Whelan will</i></p>

(PPPM)	<i>be meeting with Mike Digby to further talk about the PPPM and would have more information to share after that meeting.</i>		<i>ensure that this topic is placed on the tentative agenda of a future ECUS or ECUS-SCC meeting.</i>
4. Emergencies and Communication Channels in Classrooms	<p><u>28 Sep 2012:</u> <i>A proposal to explore the feasibility of having communication channels available in classrooms was made. Such channels might facilitate contact of information technology assistance for projection systems or contact of public safety in an emergency. Josh Kitchens noted that the Student Technology Fee Committee was considering an intercom system for classrooms in consultation with Chief Information Officer Bob Orr. Other channel options were proposed including Voice Over Internet Protocol (VOIP) or telephones. President Dorman indicated that exploration of the feasibility of VOIP as a possible replacement for existing phone service as a cost-saving measure was in progress. Catherine Whelan agreed to seek more information on this concern for the next meeting.</i></p> <p><u>05 Oct 2012:</u> Those present were provided a brief synopsis of the issue (see above). Catherine Whelan indicated she would continue to gather more information to facilitate future deliberation on this matter.</p>	<p><u>28 Sep 2012:</u> <i>There was general agreement to seek additional information on this matter including existing best practices.</i></p>	<p><u>28 Sep 2012:</u></p> <ol style="list-style-type: none"> 1. <i>President Dorman to provide updates on the possible use and feasibility of VOIP.</i> 2. <i>Catherine Whelan will gather information to inform deliberation.</i> 3. <i>Catherine Whelan will ensure that this topic is on the tentative agenda of a future ECUS or ECUS-SCC meeting.</i> <p><u>05 Oct 2012:</u></p> <ol style="list-style-type: none"> 1. <i>President Dorman to provide updates on the possible use and feasibility of VOIP.</i> 2. <i>Catherine Whelan will gather information to inform deliberation.</i> 3. <i>Catherine Whelan did place this on the 05 Oct 2012 agenda and will ensure that this topic is on the tentative agenda of a future ECUS or ECUS-SCC meeting.</i>

<p>5. Faculty Development opportunities to assist faculty in working with Students with Disabilities</p>	<p><u>28 Sep 2012:</u> <i>Students with disabilities are increasingly common. Faculty training opportunities for dealing with the variety of disabilities, such as high functioning autism and Asperger's, is desirable. This may be particularly relevant if the disability could be disruptive to the classroom learning of other students.</i></p> <p><u>05 Oct 2012:</u> Those present were provided a brief synopsis of the issue (see above). Catherine Whelan indicated she would continue to gather more information to facilitate future deliberation on this matter.</p>	<p><u>28 Sep 2012:</u> <i>There was general agreement to seek additional information on this matter including existing best practices.</i></p>	<p><u>28 Sep 2012:</u></p> <ol style="list-style-type: none"> 1. Catherine Whelan will gather information to inform deliberation. 2. Catherine Whelan will ensure that this topic is on the tentative agenda of a future ECUS or ECUS-SCC meeting <p><u>05 Oct 2012:</u></p> <ol style="list-style-type: none"> 1. Catherine Whelan will gather information to inform deliberation. 2. Catherine Whelan will ensure that this topic is on the tentative agenda of a future ECUS or ECUS-SCC meeting.
<p>6. University System of Georgia Faculty Council (USGFC) Representative</p>	<p><u>28 Sep 2012:</u> <i>Given that this matter was extending the meeting beyond the usual adjournment time, there was agreement the conversation would be brief. The current selection process of the USGFC representative was determined by Motion 1011.EC.001.R to be the selection of the Presiding Officer Elect of the University Senate. Concerns from the recent two representatives, Jan Clark and Catherine Whelan, were that a term of service of a single year may be too brief a time to participate meaningfully on the USGFC. Consideration of both a longer term of service than a single year as well as the addition of the nomination of one or more candidates for the USGFC Representative position to the work of the Subcommittee on</i></p>	<p><u>28 Sep 2012:</u> <i>There was general agreement that Standing Committee Chairs should inform the conversation on this matter and be consulted at the 5 Oct 2012 ECUS-SCC meeting.</i></p>	<p><u>28 Sep 2012:</u></p> <ol style="list-style-type: none"> 1. Craig Turner will prepare a summary document on this matter to inform the deliberation. 2. Catherine Whelan will ensure that this topic is on the tentative agenda for the 5 Oct 2012 ECUS-SCC meeting <p><u>05 Oct 2012</u></p> <ol style="list-style-type: none"> 1. Craig Turner did prepare a summary document on USGFC. 2. Catherine did place

	<p><i>Nominations were proposed for further consideration. Craig Turner who served as Co-Chair of the USGFC both prior to and during the terms of Catherine Whelan and Jan Clark was charged to prepare a summary document providing the relevant details for this USGFC Representative position.</i></p> <p><u>05 Oct 2012</u> Catherine Whelan provided an overview of the main points in the USGFC fact sheet that was prepared by Craig Turner and circulated by email prior to the meeting. Suggestions offered at the 28 Sep 2012 ECUS meeting (see above) were reiterated and there was no clear consensus for a particular selection process. ECUS was entrusted to continue the deliberation on this matter and again consult Standing Committee Chairs at its discretion.</p>		<p>this item on the tentative agenda of the 05 Oct 2012 ECUS-SCC meeting.</p> <p>3. Catherine Whelan to ensure that this topic is placed on the tentative agenda of the 26 Oct 2012 ECUS meeting.</p>
<p>7. University Senate Agenda and Minutes Review</p>	<p>1. Based on the committee reports given earlier in the meeting, there will be two motions (SCoN committee replacements, FAPC Faculty Status Language) on the agenda of the 19 Oct 2012 meeting of the University Senate. In addition, committee and administrative reports will be agenda items. Given the light agenda, Catherine Whelan will again invite some Directors and Deans to attend the 19 Oct 2012 university senate meeting. The intent is to assist in the face to names association of these individuals by members of the University Senate.</p> <p>2. A draft of the university senate minutes for the 21 Sep 2012 meeting was circulated to the attendees prior to the meeting. The draft minutes were</p>		<p>a) Catherine Whelan will draft the tentative agenda of the 19 Oct 2012 meeting of the University Senate.</p> <p>b) Motions to be entered into the online motion database by Leslie Moore (FAPC) and Catherine Whelan and Lyndall Muschell (SCoN).</p> <p>c) Craig Turner will distribute to the university senators the draft university</p>

	approved as circulated for distribution to the university senators for review.		senate minutes for the 21 Sep 2012 meeting providing the university senators an opportunity to review these minutes.
VII. Unfinished Business Review of Action & Recommendations, Provide updates (if any) to Follow-up			

<p>1. Health Care Network</p>	<p><u>24 Aug 2012:</u> <i>It was noted that the recent transition to a new health care providers network has resulted in a smaller pool of in-network health care providers for GC employees. Question: Who should take action and what action might be taken to affect change and enlarge the pool of in-network providers? One opinion was that the USG Presidents might be the most effective ambassadors for this concern.</i></p> <p><u>28 Sep 2012:</u> <i>As Dr. Dorman's service as University President had begun 1 Sep 2012, he had not been present at the 24 Aug 2012 ECUS meeting. The aforementioned concern was rearticulated at this meeting and President Dorman agreed to represent this concern with relevant individuals in consultation with USG staff indicating that he has heard this concern expressed a number of times by faculty and staff in the context of his listening tour. In particular, President Dorman mentioned the July 2012 hire of Marion Fedrick as USG Vice Chancellor for Human Resources, noting that he planned to consult with her on this matter.</i></p>	<p><u>24 Aug 2012:</u> <i>There was agreement that this matter should be brought to the attention of President Dorman and revisited at the 7 Sep 2012 ECUS/SCC meeting. This would facilitate the timely steering of this matter to a senate committee in the event that action by the University Senate be deemed necessary or desirable.</i></p>	<p><u>24 Aug 2012:</u> <i>Catherine Whelan to add this to 7 Sep 2012 agenda</i></p> <p><u>7 Sep 2012:</u></p> <ul style="list-style-type: none"> a) <i>Catherine Whelan did add this to the 7 Sep 2012 agenda, however the consideration of this item was postponed to a future meeting.</i> b) <i>Catherine Whelan to ensure this item is added to the agenda of a future ECUS meeting.</i> <p><u>28 Sep 2012:</u></p> <ul style="list-style-type: none"> a) <i>Catherine Whelan did add this item to the 28 Sep 2012 ECUS agenda.</i> b) <i>President Dorman will represent this concern in consultation with USG staff.</i>
<p>2. The electronic presence of the University Senate</p> <ul style="list-style-type: none"> • Online motion database recoding 	<p><u>24 Aug 2012:</u> <i>Craig Turner indicated that the developer of the University Senate web presence, Jay Lancaster, has accepted another job yet is still continuing to work at Georgia College while his successor is being identified. The new senate site (senate.gcsu.edu) is currently realized as a hybrid of PHP and Drupal 6 components. There is a plan to recode the</i></p>	<p><u>24 Aug 2012:</u> <i>Craig Turner was charged to develop a draft of the detailed flow chart for ECUS review, after which the draft/review cycle will become an iterative process.</i></p> <p><u>28 Sep 2012:</u> <i>The committee accepted the draft</i></p>	<p><u>24 Aug 2012:</u> <i>Craig Turner will draft a detailed flow chart for ECUS review.</i></p> <p><u>7 Sep 2012:</u> <i>This item was not included on the 7 Sep 2012 agenda and thus will be taken up</i></p>

	<p>components using only Drupal 7. Jay Lancaster is requesting a comprehensive flowchart to guide the recoding of the online motion database. It was also noted that the agenda tool seems to be browser sensitive and that presently Firefox seems to be the most compatible. Some members of the committee expressed the opinion that the old site (often referenced as the “Green Page” due to its green background) should become more seamless with the new site.</p> <p><u>28 Sep 2012:</u> Craig Turner distributed a copy of the draft of the detailed flow chart for the online motion database that he had prepared in consultation with Catherine Whelan and Ken Farr. Catherine Whelan indicated that there were two versions of the flow chart: the typed one was the draft that had been used to inform the programming of the current version of the online motion database while the handwritten flow chart was the current draft of the one Craig Turner had supplied. Craig added that he had consulted with Wesley Smith regarding the recoding of the online motion database and that Wesley had indicated the recoding was not a certainty. Craig recommended to the committee that further consideration of the draft flow chart be postponed until the time that it is known that the recoding of the online motion database will in fact occur.</p>	<p>flow chart for the online motion database and agreed to defer its review and further consideration of the flow chart until the time that it is known that the recoding of the online motion database will in fact occur.</p>	<p>at a future ECUS meeting.</p> <p><u>28 Sep 2012:</u> Craig Turner did draft, in consultation with Ken Farr and Catherine Whelan, a detailed flow chart for ECUS review.</p>
<p>3. Faculty Status</p>	<p><u>24 Aug 2012:</u> At the Aug 2012 governance retreat, Interim Provost Matthew Liao-Troth consulted with ECUS on the topic of faculty status. Prior to that consultation, the President’s Cabinet</p>	<p><u>24 Aug 2012:</u> The committee recommendation was to continue this conversation in consultation with the standing committee chairs (SCC) at the 7</p>	<p><u>24 Aug 2012:</u> Catherine Whelan to add this to 7 Sep 2012 agenda</p> <p><u>07 Sep 2012:</u></p>

	<p><i>proposed a process to guide the University President in assigning faculty status. As part of that consultation, it was noted that the GC Policies, Procedures, and Practices Manual contains language (drafted in 2004-5) on the topic of faculty status. Dr. Liao-Troth requested ECUS guidance on the process for considering a modification of the aforementioned faculty status language.</i></p> <p><u>07 Sep 2012:</u> <i>Interim Provost Matthew Liao-Troth provided a brief history comparable to the 24 Aug 2012 entry above as standing committee chairs were receiving this information for the first time. Dr. Liao-Troth requested ECUS-SCC guidance on the process for considering a modification of the faculty status language in the PPPM. Clarification on the distinction between faculty rank and faculty status was sought and provided.</i></p>	<p><i>Sep 2012 ECUS/SCC meeting. All were in agreement that the proposed modification should be considered transparently and collaboratively and that the intentionality characteristic of academic deliberations should prevail in this instance.</i></p> <p><u>07 Sep 2012:</u> <i>After some deliberation, the consideration of the proposed modification to the faculty status language in the Policies, Procedures, and Practices Manual was steered to FAPC.</i></p>	<p>a. <i>Catherine Whelan did add this item to the 7 Sep 2012 agenda.</i></p> <p>b. <i>Leslie Moore to ensure that FAPC considers the modification to faculty status language</i></p> <p><u>05 Oct 2012:</u></p> <p>a. <i>Leslie Moore did ensure that FAPC considered the modification to the faculty status language.</i></p>
VIII. Next Meeting (Tentative Agenda, Calendar)			
1. Calendar	<p>19 Oct 2012 @ 2pm: Univ. Senate A&S 2-72 26 Oct 2012 @ 2pm: ECUS Parks 301 2 Nov 2012 @ 2pm: ECUS/SCC Parks 301</p>		
2. Tentative Agenda	<p>Some of the deliberation today generated tentative agenda items for future ECUS and ECUS-SCC meetings.</p>		<p>Catherine Whelan will ensure that such items are added to agendas of the appropriate ECUS and/or ECUS-SCC meetings.</p>
IX. Adjournment	<p>A motion to extend the meeting to consider for up to fifteen minutes to consider the remaining items on the agenda (<i>USGFC Representative, Counseling Services, Emergencies and Communication Channels in Classrooms, Working with Students with Disabilities, Broadcasting University Senate</i></p>	<p>The motion to adjourn was approved and the meeting adjourned at 3:28 pm.</p>	

	<i>Meetings</i> , was made, seconded and approved. Following consideration of these topics, a motion to adjourn was made and seconded.		
--	--	--	--

Distribution:

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

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

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

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

ACADEMIC YEAR: 2011-2012

AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:

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

Acronyms	EFS = Elected Faculty Senator; CoAS = College of Arts & Sciences, CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences								
Meeting Dates	08-24-12	09-28-12	Date3						
Janet Clark <i>EFS; CoAS; ECUS Chair Emeritus</i>	P	P							
Steve Dorman <i>University President</i>	N/A	P							
Paul Jones <i>Interim University President</i>	R	N/A							
Joshua Kitchens <i>EFS; Library</i>	P	P							
Matthew Liao-Troth <i>Interim Provost</i>	P	R							
Deborah MacMillan <i>EFS; CoHS</i>	P	P							
Lyndall Muschell <i>EFS; CoE; ECUS Vice-Chair</i>	P	P							
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P	P							
Catherine Whelan <i>EFS; CoB; ECUS Chair</i>	R	P							

AGGREGATE ATTENDANCE RECORD FOR MEETINGS OF THE EXECUTIVE COMMITTEE AND STANDING COMMITTEE CHAIRS
“P” denotes Present, “A” denotes Absent, “R” denotes Regrets

Acronyms	EFS = Elected Faculty Senator; CoAS = College of Arts & Sciences, CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences								
Meeting Dates	09-07-12	10-05-12	Date3						
Janet Clark <i>EFS; CoAS; ECUS Chair Emeritus</i>	P	R							
Steve Dorman <i>University President</i>	P	R							
Joshua Kitchens <i>EFS; Library</i>	P	P							
Matthew Liao-Troth <i>Interim Provost</i>	P	P							
Deborah MacMillan <i>EFS; CoHS</i>	P	P							
Lyndall Muschell <i>EFS; CoE; ECUS Vice-Chair</i>	P	P							
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P	P							
Catherine Whelan <i>EFS; CoB; ECUS Chair</i>	P	P							
Bryan Marshall <i>EFS; CoB; APC Chair</i>	R	R							
Susan Steele <i>EFS; CoHS; CAPC Chair</i>	P	P							
Leslie Moore <i>EFS; CoHS; FAPC Chair</i>	P	P							
Maureen Horgan <i>EFS; CoAS, RPIPC Chair</i>	P	P							
Dianne Chamblee <i>EFS; CoHS, SAPC Chair</i>	P	P							

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

DATE _____