

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

**MEETING DATE & TIME:** 24 AUG 2012; 2:00 –3:15

**MEETING LOCATION:** PARKS ADMINISTRATION BUILDING, ROOM 301

**ATTENDANCE:**

<b>MEMBERS</b>				<b>“P” denotes Present, “A” denotes Absent, “R” denotes Regrets</b>			
<b>P</b>	Janet Clark (CoAS, ECUS Chair Emeritus)	<b>P</b>	Deborah MacMillan (CoHS)				
<b>R</b>	Paul Jones (Interim University President)	<b>P</b>	Lyndall Muschell (CoE, ECUS Vice-Chair)				
<b>P</b>	Joshua Kitchens (Library)	<b>P</b>	Craig Turner (CoAS, ECUS Secretary)				
<b>P</b>	Matthew Liao-Troth (Interim Provost)	<b>R</b>	Catherine Whelan (CoB, ECUS Chair)				
<b>GUESTS:</b>							
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.						

<b>AGENDA TOPIC</b>	<b>DISCUSSIONS &amp; CONCLUSIONS</b>	<b>ACTION OR RECOMMENDATIONS</b>	<b>FOLLOW-UP</b> {including dates/responsible person, status (pending, ongoing, completed)}
<b>I. Call to order</b>	The meeting was called to order at 2:01 pm by Lyndall Muschell (Vice-Chair) who served as meeting presider as Catherine Whelan (Chair) had extended regrets.		
<b>II. Approval of Agenda</b>	A motion to approve the agenda was made and seconded.	The agenda was approved as circulated.	
<b>III. Approval of Minutes</b>	A motion to consider the 13 Apr 2012 ECUS-SCC minutes was made and seconded.	The 13 Apr 2012 minutes were approved as amended.	Craig Turner to update the 13 Apr 2012 minutes and post at minutes.gcsu.edu.
<b>IV. Reports</b>			

<b>1. President's Report (Paul Jones)</b>	As Interim President Paul Jones had extended regrets, there was no president's report.		
<b>2. Provost's Report (Matthew Liao-Troth)</b>	<ul style="list-style-type: none"> <li>a) The main item presently under consideration by the Office of Academic Affairs is the preparation for SACS reaccreditation; specifically assessment of the core and the Quality Enhancement Plan (QEP).</li> <li>b) Dr. Steve Dorman will begin his term of service as GC's 11<sup>th</sup> University President on 1 Sep 2012 effectively starting Tue 4 Sep 2012 following the Labor Day holiday.</li> <li>c) The Presidential Transition Team has been active in developing a transition plan for President Dorman.</li> <li>d) The Provost Search Committee has been constituted, charged and is actively beginning its work.</li> <li>e) The Campus Implementation Plan for Complete College Georgia was submitted to the USG on 22 Aug 2012. The University Senate retreat feedback informing the final draft of this plan was reviewed and included as appropriate, and has been aggregated and distributed to academic deans.</li> </ul>		
<b>V. Information Items Actions/Recommendations</b>			
<b>1. Parliamentarian</b>	Douglas Goings has accepted Catherine Whelan's invitation to serve as the 2012-2013 University Senate Parliamentarian.		
<b>2. FAPC Secretary</b>	The transition of Matthew Liao-Troth from FAPC to ECUS left a vacancy in the FAPC Secretary position. FAPC secretary election		

	is an agenda item for the 24 Aug 2012 FAPC meeting.		
<b>3. Governance Retreat Report</b>	Participant feedback will be an agenda item for the 7 Sep 2012 ECUS/SCC meeting.		Catherine Whelan will add this to 7 Sep 2012 agenda.
<b>4. Library Student Advisory Board</b>	Joshua Kitchens circulated a draft of the constitution for a library student advisory board seeking committee guidance regarding its disposition.	The committee advice on this matter was to recommend the library faculty consider adding language to the Library Bylaws to formalize the proposed student advisory board.	Joshua Kitchens will share this advice with Library Director Joe Mocnik for possible consideration by the library faculty.
<b>VI. New Business Actions/Recommendations</b>			
<b>1. ECUS Secretary</b>	Lyndall Muschell invited nominations for the position of ECUS Secretary. Craig Turner was nominated with second and accepted the nomination. A motion to close nominations and accept Craig Turner as ECUS secretary by acclamation was made and seconded.	The committee approved the motion naming Craig Turner as ECUS secretary.	
<b>2. ECUS Minutes Guidance</b>	Craig Turner invited guidance from the committee on the desired format and level of detail to include in the ECUS minutes.	There was agreement that this guidance would be ongoing and iterative as drafts of minutes were available to review.	
<b>3. Minutes Template</b>	At the 2012 Governance Retreat, Dianne Chamblee had proposed consideration of a new minutes template for use by committees of the University Senate. This template was circulated to the committee members along with an illustrative example of its use. The template has been used by committees in the College of Health Sciences so Deborah MacMillan provided some clarification on the implementation details of the template.	The committee members present unanimously recommended that: <ul style="list-style-type: none"> <li>a) the existence of this template (as an option for keeping minutes) be shared as an information item within the ECUS Report at the 21 Sep 2012 University Senate meeting.</li> <li>b) this template be provided as an option for keeping minutes with relevant committee representatives (standing committee</li> </ul>	<ul style="list-style-type: none"> <li>a) Catherine Whelan will include the minutes template as an information item within the ECUS report at the 21 Sep 2012 University Senate meeting and as an agenda item for the 7 Sep 2012 ECUS/SCC meeting.</li> <li>b) Jan Clark and Craig Turner will</li> </ul>

		<p>officer orientation, 7 Sep 2012 ECUS/SCC meeting)</p> <p>c) it would likely be most practical to post minutes (if implementing minutes using the template) as an attachment (MSWord, pdf, both) within the minutes.gcsu.edu as copying and pasting from the template would likely not work well.</p> <p>d) this template be used for minutes of the 2012-2013 Executive Committee.</p>	<p>include the template in standing committee officer orientation.</p> <p>c) Craig Turner will use the proposed minutes template for ECUS minutes.</p>
<b>4. Operating Procedures for the 2012-2013 ECUS</b>	The committee acknowledged the bylaws requirement to draft and adopt operating procedures.	The committee recommended that Catherine Whelan (as Chair) draft and circulate operating procedures for committee review.	Catherine Whelan to draft and circulate operating procedures for committee review.
<b>5. Membership Changes to the 2012-2013 University Senate and its committees</b>	Craig Turner circulated the latest draft of the changes to membership of the 2012-2013 University Senate and its committees noting that the university senate bylaws require that vacancies shall be filled following the same process used in the original selection. This means that these amendments should come to the University Senate in the form of a motion from the Subcommittee on Nominations.	The committee recommended that this draft be updated as needed and become a supporting document for a motion from the Subcommittee on Nominations at the 21 Sep 2012 meeting of the University Senate.	
<b>6. Appointment of Chair and membership of the 2012-2013 Subcommittee on Nominations (SCoN).</b>	<p>Craig Turner summarized the relevant university senate bylaws indicating that</p> <p>a) The SCoN is a subcommittee of ECUS whose members and chair are appointed by ECUS.</p> <p>b) The membership of the SCoN shall include, but not be limited to the Executive Committee, the Standing Committee Chairs, the Student</p>	The committee members present recommended that appointing the SCoN membership and Chair be done in consultation with the standing committee chairs (SCC) at the 7 Sep 2012 ECUS/SCC meeting.	Catherine Whelan to add this to 7 Sep 2012 agenda.

	<p>Government Association President and the Staff Council Chair.</p> <p>c) The ECUS Secretary serves as the SCoN Secretary.</p> <p>Craig suggested that the inclusion of the <i>Chair of the Subcommittee on the Core Curriculum</i> as a SCoN member be considered so that the <i>slate of nominees for the 2013-2014 senate committees</i> would be informed by the chairs of all the committees that SCoN is to populate.</p>		
<b>7. Standing Committee Officer Orientation (SCOO)</b>	<p>Jan Clark and Craig Turner are sharing the responsibility of the 2012-2013 SCOO. To this point, committee officers have been provided details on how to gain access to the senate communication tools. Specifically, chairs have been invited to access the agenda tool and secretaries to register with the minutes site. Beyond that, the plan is to contact officers following their 24 Aug 2012 meetings to determine their needs for orientation and training and attend to those needs.</p>	<p>The committee had no additional guidance to offer Jan and Craig and recommended they continue their efforts as indicated.</p>	<p>Jan and/or Craig will email the committee officers to determine their training and orientation needs and attend to those needs.</p>
<b>8. The electronic presence of the University Senate</b>	<p>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 (<a href="http://senate.gcsu.edu">senate.gcsu.edu</a>) is currently realized as a hybrid of PHP and Drupal 6 components. There is a plan to recode the components using only Drupal 7. Jay Lancaster is requesting a comprehensive flowchart to guide the recoding of the on-line 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</p>	<p>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.</p>	<p>Craig Turner will draft a detailed flow chart for ECUS review.</p>

	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.		
<b>VII. Unfinished Business Review of Action &amp; Recommendations, Provide updates (if any) to Follow-up</b>			
<b>1. Faculty Status</b>	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 proposed a process to guide the University President in assigning faculty status. As part of that consultation, it was noted that the <i>GC Policies, Procedures, and Practices Manual</i> 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.	The committee recommendation was to continue this conversation in consultation with the standing committee chairs (SCC) at the 7 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.	Catherine Whelan to add this to 7 Sep 2012 agenda.
<b>VIII. Next Meeting (Tentative Agenda, Calendar)</b>			
<b>1. Calendar</b>	7 Sep 2012 @ 2pm: ECUS/SCC Parks 301 21 Sep 2012 @ 2pm: Univ. Senate A&S 2-72		
<b>2. Tentative Agenda</b>	Some of the deliberation today generated tentative agenda items for the 7 Sep 2012 ECUS/SCC meeting.		Catherine Whelan will prepare a tentative agenda for the 7 Sep 2012 meeting and include the items explicitly identified as such in these minutes.
<b>3. Internal Posting</b>	A clarification on the emails with subject <i>Internal Posting: Position Title</i> was sought noting that this practice does not seem to be applied to all open positions. The response was that this practice is presently applied only to staff positions.		

<b>4. Health Care Network</b>	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.	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.	Catherine Whelan to add this to 7 Sep 2012 agenda.
<b>IX. Adjournment</b>	A motion to adjourn was made and seconded.	The motion to adjourn was approved and the meeting adjourned at 3:14 pm.	

**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**

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	Date2	Date3					
Janet Clark <i>EFS; CoAS; ECUS Chair Emeritus</i>	P								
Paul Jones <i>Interim University President</i>	R								
Joshua Kitchens <i>EFS; Library</i>	P								
Matthew Liao-Troth <i>Interim Provost</i>	P								
Deborah MacMillan <i>EFS; CoHS</i>	P								
Lyndall Muschell <i>EFS; CoE; ECUS Vice-Chair</i>	P								
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P								
Catherine Whelan <i>EFS; CoB; ECUS Chair</i>	R								

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CHAIRPERSON SIGNATURE

DATE \_\_\_\_\_

(Including this Approval by chair at committee discretion)