COMMITTEE NAME: EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)
MEETING DATE & TIME: 26 OCT 2012; 2:00 –3:15
MEETING LOCATION: PARKS ADMINISTRATION BUILDING, ROOM 301

ATTENDANCE:

MEMBERS		"P" denotes Present, "A" denotes Absent, "R" denotes Regrets	
P	Janet Clark (CoAS, ECUS Chair Emeritus)	P	Deborah MacMillan (CoHS)
P	Steve Dorman (University President)	P	Lyndall Muschell (CoE, ECUS Vice-Chair)
P	Joshua Kitchens (Library)	P	Craig Turner (CoAS, ECUS Secretary)
P	Matthew Liao-Troth (Interim Provost)	P	Catherine Whelan (CoB, ECUS Chair)

GUESTS:
Matthew Williams (Graduate Assistant of the 2012-2013 University Senate)

	Italicized text denotes information from a previous meeting.		
	*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 2:03 pm by Catherine Whelan (Chair).		
II. Approval of Agenda	A motion to approve the agenda was made and seconded.	The agenda was approved as circulated.	
III. Approval of Minutes	A motion to consider the 5 Oct 2012 ECUS-SCC minutes was made and seconded. These minutes had been circulated to the meeting attendees via email with no revisions offered, Thus, the minutes had been posted as	The 5 Oct 2012 ECUS-SCC minutes were approved as presently posted, so no additional action was required.	

	circulated to the minutes.gcsu.edu site.		
IV. Reports			
President's Report **Steve Dorman**	President Dorman had no items to report beyond the detailed and comprehensive update he had provided at the 19 Oct 2012 meeting of the University Senate. President Dorman did invite questions and none were forthcoming. In short, no President's Report.		

Provost's Report
 	
Matthew Liao-Troth
	1. <u>**NCATE**</u>
	   a. National Council for Accreditation of Teacher Education (NCATE) site reaffirmation visit for the John H. Lounsbury College of Education had occurred on 22-23 Oct 2012 and Dr. Liao-Troth deferred the reporting of the details to Lyndall Muschell.
	   b. <u>Lyndall </u>Muschell indicated that the preliminary findings of the NCATE review team were overall positive. In addition, the items against which the college should continue to develop that were identified by the NCATE review team had been anticipated by the college and came as no surprise. Among these items was diversity of students and faculty.
	2. **Common Meeting Time**
	   a. Interim Provost Liao-Troth is codifying procedures for the implementation of the common meeting time and class scheduling. He invited input from the other members of the committee on one aspect: the transparency of the		

	justifications for exceptions to scheduling classes "on the grid," A brief conversation ensued to clarify the details of this request. b. Upon completion of drafting these procedures, Interim Provost Liao-Troth intends to circulate the draft to the members of the committee for review and will invite additional feedback at some future meeting of the Executive Committee.		
Subcommittee on Nominations (SCoN) **Lyndall Muschell**	*28 Sep 2012* 1. *FAPC Vacancy: Lyndall Muschell noted 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.* 2. *Apportionment: Lyndall Muschell thanked Craig Turner for preparing the draft apportionment document for*	*28 Sep 2012* 1. *FAPC Vacancy: 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.* 2. *Apportionment: Section II.2.A.2 of the University Senate bylaws requires that the exact number of elected faculty senator positions apportioned to each academic*	*28 Sep 2012* 1. *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.* 2. *Apportionment: Catherine Whelan will ensure that the apportionment is announced to the University Senate by 1 Oct 2012 to comply with the relevant bylaw.* 3. *Contacting Deans:*

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.

3. _Contacting Deans_: 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 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.

05 Oct 2012
1. **_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

unit shall be determined by the Executive Committee and announced to the University Senate by October 1.
3. _Contacting Deans_: 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.

05 Oct 2012
1. **_FAPC Vacancy_**: As was noted at the 28 Sep 2012 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.
2. **_Letters to Deans_**: Agreed
   a. Catherine Whelan will

- 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.
- Lyndall Muschell and Craig Turner will draft an elected faculty senator election information document.
4. 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.

05 Oct 2012
1. **_FAPC Vacancy_**: Lyndall Muschell and Catherine Whelan will ensure that the SCoN

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.

2. ***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. 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.*

26 Oct 2012
1. Catherine Whelan provided an update to the committee on this matter, indicating that she had circulated the elected faculty

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make the change to the email contact information in the letters / appendices and share this information with deans at the next academic leadership meeting.

b. *Catherine Whelan will aggregate the election information from all the deans and circulate it to the committee.*

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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.

2. ***Apportionment****: Catherine Whelan did email apportionment to the university senate on 01 Oct 2012.*

3. ***Contacting Deans****:*
   - *Catherine Whelan to update the email contact information ecus@list.gcsu.edu to senate@gcsu.edu in elected faculty election letters to deans and distribute these letters with the appendices A-E to deans at the next academic leadership meeting.*
   - *Lyndall Muschell and Craig Turner did prepare letters and the appendices for ECUS review including appendix C which houses the elected faculty*

	senator information to the deans. Some of the deans had provided elected faculty senator information to Catherine already. 2. CoE and CoHS had the elected faculty senator topic on their tentative agendas for their respective college meetings that were scheduled for 3:30pm 26 Oct 2012. 3. Catherine Whelan indicated that she would follow-up as necessary with the deans and she reminded the committee that the deadline for the submission of election procedures and apportionment (designation of constituencies) information was 1 Dec 2012. 4. Craig Turner sought clarification on whether the deans were expecting to have a follow-up meeting from the elected faculty senator member of ECUS from their respective academic unit. Catherine Whelan indicated that when she had spoken to the deans, she told them that she would act on the behalf of the Executive Committee on this matter. Catherine noted that she might call on an ECUS member to follow-up with their respective dean in the future but did not anticipate that need at this time.		*senator information document they were charged to draft.* *4. Catherine Whelan did place this item on the 05 Oct 2012 agenda.* *5. Catherine Whelan will aggregate the elected faculty senator election information from deans and circulate it to the committee via email.* 26 Oct 2012 1. Catherine Whelan did update the email contact information ecus@list.gcsu.edu to senate@gcsu.edu in elected faculty election letters to deans and distributed these letters with the appendices A-E to deans at one of the recent academic leadership meetings. 2. Catherine Whelan is aggregating the elected faculty senator election information as she receives it from deans and will circulate the aggregate information to the committee once it is complete.

| Governance Retreat Planning Committee

Catherine Whelan | *28 Sep 2012*
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 committee (this group plans the 2013 retreat) be identified no later than the end of the fall 2012 semester.

05 Oct 2012
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. | *28 Sep 2012*
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. | *28 Sep 2012*
1. *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.*
2. *Catherine Whelan will receive and incorporate feedback into the draft report.*
3. *ECUS will ensure that the 2012-2013 governance retreat planning committee is formed no later than the end of the fall 2012 semester.*

05 Oct 2012
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			
	There were no information items on the agenda of the 26 Oct 2012 ECUS meeting.		
VI. Unfinished Business **Review of Action &** **Recommendations, Provide** **updates (if any) to Follow-up**			

1. Broadcasting University Senate Meetings	*28 Sep 2012*:
	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.
	
	05 Oct 2012:
	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.
	
	26 Oct 2012
		28 Sep 2012:
		There was general agreement that
		  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
			28 Sep 2012:
			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.
			
			05 Oct 2012
			1. Catherine Whelan will consult with university

1. Josh Kitchens had consulted with Wesley Smith of IDEAS and *Big Blue Button* was identified as one possible tool to implement broadcasting meetings. 2. Debby MacMillan shared her experience with *Collaborate* noting its features and in particular its automation in archiving the recording of a meeting. 3. It was noted that there was a fee for the license for *Collaborate* and the present licensing agreement expired at the conclusion of the academic year. In contrast, there was no cost in using the *Big Blue Button* software at this time. There was general agreement to explore the feasibility of the free option (*Big Blue Button*) before considering the tools for broadcasting, like *Collaborate*, with associated costs including licensing. 4. The issue of remote participation was identified as a facet for consideration in the continuing deliberation and selection of a tool for broadcasting. Pros and cons of remote participation and attendance by university senators were briefly discussed with no clear committee consensus for or against remote participation. 5. After additional conversation, there was general agreement to consider only audio in the broadcasting (and not video). From the experience of those in attendance, the collecting of audio at meetings was typically accomplished by having a microphone for the presenters and a second microphone for commentary and participation from the floor. 6. There was general agreement that more	*Chairs should inform the conversation on this matter and be consulted at the 5 Oct 2012 ECUS-SCC meeting.* 26 Oct 2012 1. Josh Kitchens was asked to follow-up with appropriate IDEAS personnel on the details of using *Big Blue Button* as a broadcasting tool. Among the details might be remote participation, microphone logistics, and the automatic archiving that was observed in the use of the *Collaborate* tool	*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.* 26 Oct 2012 1. Catherine Whelan did consult with university television personnel to inform deliberation. 2. Josh Kitchens did consult with IDEAS personnel to inform this deliberation. 3. Catherine Whelan did place this topic on the tentative agenda of the 26 Oct 2012 ECUS meeting. 4. Josh Kitchens will continue to consult with IDEAS personnel for more information about *Big Blue Button* (remote participation, microphone logistics, automatic archiving, etc.) to inform this deliberation.

	detailed information was needed on this matter before making a commitment to the implementation of the broadcasting.		5. Catherine Whelan will ensure that this item is placed on the tentative agenda of the 2 Nov 2012 ECUS-SCC meeting.
2. Counseling Services Referrals	*28 Sep 2012* *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.* *05 Oct 2012* *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.*	*28 Sep 2012* *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.* *05 Oct 2012* *There was general agreement by those present to steer this item to the Student Affairs Policy Committee (SAPC) for further consideration.*	*28 Sep 2012* *1. President Dorman will consult his executive staff to seek resolution of counseling referral concern.* *2. Catherine Whelan will ensure that this topic is placed on the tentative agenda of a future ECUS or ECUS-SCC meeting.* *05 Oct 2012* *1. 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.* *2. Catherine Whelan did place this item on the tentative agenda for the 05 Oct 2012 ECUS-SCC meeting.* *3. Catherine Whelan will steer this matter for SAPC consideration.*

			28 Oct 2012 1. Catherine Whelan did steer this matter to SAPC for consideration.

3. **Policies Procedures and Practices Manual (PPPM)**	*28 Sep 2012*
	Catherine Whelan indicated that she would be meeting with Mike Digby to further talk about the PPPM and would have more information to share after that meeting.
	
	26 Oct 2012
	1. Catherine Whelan indicated that she had recently met with Dr. Mike Digby to discuss the next steps on the PPPM.
	2. Mike Digby noted that he was charged to edit and not to rewrite. He considered this aspect when formulating the proposed next steps (in item 3 below). Some of the next steps correspond to edits (editorial changes), others are rewrites (content changes) that would require a review by other university personnel or committees.
	3. As the new software to manage the PPPM was now in place, Catherine Whelan and Mike Digby had agreed to propose the following as next steps:
	  a. **Restructuring**: Modifying the existing section titles to support better indexing and to make the PPPM more user friendly with respect to the use of the find / search function to locate and identify existing policies, procedures, and practices.
	  b. **Reformatting Policy Statements**: Reformat the existing university policies that are in the PPPM, as
		26 Oct 2012
		The *PPPM Motion (26 Oct 2012)* was approved.
			28 Sep 2012
			Catherine Whelan will ensure that this topic is placed on the tentative agenda of a future ECUS or ECUS-SCC meeting.
			
			26 Oct 2012
			Catherine Whelan will inform Mike Digby of *PPPM Motion (26 Oct 2012)* authorizing him to implement their jointly proposed next steps on the PPPM.

necessary, to align with the current standardized university policy format template. The current and reformatted versions will be referred to ECUS for steering to itself or other individuals and committees for review. The review in this case would be asking if the reformatting modifies the intent of the language that articulates the policy statement and its associated procedures (if such procedures exist).

c. **Identifying / Resolving Conflicts**: In some cases (such as Student Opinion Surveys), there are multiple versions of a policy statement that contain conflicting information. In these cases, the multiple versions will be identified, collated, and referred to ECUS for steering to the appropriate individual or policy committee for review and conflict resolution.

d. **Authorizing Procedure / Practice**: Some procedures and practices that are included in the PPPM are dated (inconsistent with perceived current procedure and practice) and some do not identify an individual (position) responsible and authorized for their maintenance. Such practices and procedures will be identified and referred to ECUS for steering to the appropriate individual or committee for review.

4. **PPPM Motion (26 Oct 2012)**: A motion *To acknowledge the excellent work on the PPPM by Dr. Mike Digby and authorize him to take the proposed next steps, to*

a. *modify section titles to support better indexing and facilitate the search/find function of the PPPM*

b. *reformat existing policy statements in the PPPM, as necessary, to align them with the current standardized university policy format template and refer the existing and reformatted versions to ECUS for steering to itself or other university personnel or committees to review the reformatted versions with respect to modification (if any) to the intent of the language articulating the policy statement or its associated procedure (if such procedures are present),*

c. *to identify and collate conflicting versions of policies and refer these to ECUS for steering to the appropriate individual or policy committee for review and conflict resolution. and*

d. *to identify the practices and procedures that are either inconsistent with the perceived current practice or procedure and/or for which there is no individual (position) responsible and authorized for their maintenance and refer these to ECUS for steering to appropriate individuals or committees for review*

was made and seconded.

5. **Change Log**: Catherine Whelan noted that Mike Digby is maintaining a Change Log for the PPPM that will document the editorial changes that he is making as well as those changes that he is proposing for consideration and review by others.

4.	**Emergencies and Communication Channels in Classrooms**	_28 Sep 2012_ _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._ _05 Oct 2012_ _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._	_28 Sep 2012_ _There was general agreement to seek additional information on this matter including existing best practices._	_28 Sep 2012_ 1. _President Dorman to provide updates on the possible use and feasibility of VOIP._ 2. _Catherine Whelan will gather information to inform deliberation._ 3. _Catherine Whelan will ensure that this topic is on the tentative agenda of a future ECUS or ECUS-SCC meeting._ _05 Oct 2012_ 1. _President Dorman to provide updates on the possible use and feasibility of VOIP._ 2. _Catherine Whelan will gather information to inform deliberation._ 3. _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._
5.	**Faculty Development opportunities to assist faculty in working with Students with Disabilities**	_28 Sep 2012_ _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_	_28 Sep 2012_ _There was general agreement to seek additional information on this matter including existing best practices._	_28 Sep 2012_ 1. _Catherine Whelan will gather information to inform deliberation._ 2. _Catherine Whelan will ensure that this topic_

	if the disability could be disruptive to the classroom learning of other students. *05 Oct 2012* <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.* <u>26 Oct 2012</u> Catherine Whelan indicated that she has been attempting to identify a time to consult with the appropriate Disability Services personnel and anticipates finding time in the week of Oct 29 – Nov 2 to make this consultation.		*is on the tentative agenda of a future ECUS or ECUS-SCC meeting* <u>05 Oct and 26 Oct 2012</u> 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.
6. **University System of Georgia Faculty Council (USGFC) Representative**	<u>28 Sep 2012</u> *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 Nominations were proposed for further consideration. Craig Turner who served as Co-Chair of the USGFC both prior to and*	<u>28 Sep 2012</u> *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.*	<u>28 Sep 2012</u> 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* <u>05 Oct 2012</u> 1. *Craig Turner did prepare a summary document on USGFC.* 2. *Catherine did place this item on the tentative agenda of the 05 Oct 2012 ECUS-*

	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.		*SCC meeting.* 3. *Catherine Whelan to ensure that this topic is placed on the tentative agenda of the 26 Oct 2012 ECUS meeting.*
	05 Oct 2012 *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.*		26 Oct 2012 1. Catherine Whelan did place this item on the tentative agenda of the 26 Oct 2012 ECUS meeting. 2. Catherine Whelan will ensure that this topic is on the tentative agenda of a future ECUS or ECUS-SCC meeting.
	26 Oct 2012 Given that the 27 Oct 2012 USGFC meeting will be the first one attended by Lyndall Muschell, there was agreement to defer the deliberation on this matter so that the committee can benefit from Lyndall's perspective after attending a meeting. Craig Turner indicated that he would be attending this meeting as a guest acknowledging that Lyndall Muschell is the institutional voting representative to the USGFC.		
7. University Senate Agenda and Minutes Review	*05 Oct 2012* 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*		*05 Oct 2012* a) *Catherine Whelan will draft the tentative agenda of the 19 Oct 2012 meeting of the University Senate.* b) *Motions to be entered*

	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. 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 approved as circulated for distribution to the university senators for review.*		*into the online motion database by Leslie Moore (FAPC) and Catherine Whelan and Lyndall Muschell (SCoN).* c) *Craig Turner will distribute to the university senators the draft university senate minutes for the 21 Sep 2012 meeting providing the university senators an opportunity to review these minutes.* <u>26 Oct 2012</u> a) Catherine Whelan did draft the tentative agenda of the 19 Oct 2012 meeting of the University Senate. b) Motions were entered into the online motion database by Leslie Moore (FAPC) and Catherine Whelan and Lyndall Muschell (SCoN). c) Craig Turner did distribute the draft university senate minutes for the 21 Sep 2012 meeting to the university senators for their review.

| 8. Health Care Network | *24 Aug 2012*
It was noted that the recent transition to a new health care providers network has resulted in a smaller pool of in-network heath 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.

28 Sep 2012
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. | *24 Aug 2012*
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. | *24 Aug 2012*
Catherine Whelan to add this to 7 Sep 2012 agenda

7 Sep 2012
a) *Catherine Whelan did add this to the 7 Sep 2012 agenda, however the consideration of this item was postponed to a future meeting.*
b) *Catherine Whelan to ensure this item is added to the agenda of a future ECUS meeting.*

28 Sep 2012
a) *Catherine Whelan did add this item to the 28 Sep 2012 ECUS agenda.*
b) *President Dorman will represent this concern in consultation with USG staff.* |
| **VII. New Business**
Actions/Recommendations | | | |

Contingent Faculty Participation in Shared Governance	1. Craig Turner suggested that the topic of contingent faculty participation in shared governance receive consideration by the committee at some future meeting.
	2. Before consideration of acceptance of this suggestion, clarification points were sought and offered including:
	  a. **Who are the contingent faculty?** The category of contingent faculty is used to refer to all non-tenure track faculty.
	  b. **What is the current participation of the contingent faculty in shared governance?** The current eligibility requirements for service as an elected faculty senator are membership in the corps of instruction and at least two years at Georgia College at the start of the term of service. Thus, some of the existing university contingent faculty are eligible to serve as elected faculty senators, specifically those holding appointments as lecturers, senior lecturers and instructors.
	  c. **Is there any external guidance on best practice of such participation?** Yes, the American Association of University Professors (AAUP) has statements on contingent faculty participation in shared governance that could inform this deliberation.
	3. An observation was made expressing appreciation with both the current and historical level of participation in the university shared governance by those holding the university president and provost positions. In particular, there was
			1. Craig Turner to locate, identify, and provide information on the AAUP statements that relate to participation of contingent faculty in shared governance that might inform this deliberation.
			2. Catherine Whelan will ensure that this topic is on the tentative agenda of a future ECUS or ECUS-SCC meeting

	appreciation expressed to both Interim Provost Liao-Troth and President Dorman for their participation and commitment to shared governance. 4. There was general agreement to accept the suggestion and to further discuss the topic of contingent faculty participation in shared governance at some future meeting.		
Bobcat Merchandising:	A couple committee members observed that there was no prominent presence of Bobcat merchandising at the recent *Deep Roots* event. There was general agreement by the committee that such merchandising at Deep Roots and other similar events was desirable and related to the current efforts on branding the university. President Dorman and Interim Provost Liao-Troth each took a note to share this perception in the conversations at upcoming meetings with appropriate and relevant university personnel.		
VIII. Next Meeting (Tentative Agenda, Calendar)			
1. Calendar	2 Nov 2012 @ 2pm ECUS/SCC Parks 301 16 Nov 2012 @ 2pm Univ. Senate A&S 2-72 30 Nov 2012 @ 2pm ECUS Parks 301		
2. Tentative Agenda	Some of the deliberation today generated tentative agenda items for future ECUS and ECUS-SCC meetings.		Catherine Whelan will ensure that such items are added to agendas of the appropriate ECUS and/or ECUS-SCC meetings.
IX. Adjournment	As there was no further business to consider, a motion to adjourn was made and seconded.	The motion to adjourn was approved and the meeting adjourned at 2:57 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, "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	10-26-12							
Janet Clark *EFS; CoAS; ECUS Chair Emeritus*	P	P	P							
Steve Dorman *University President*	N/A	P	P							
Paul Jones *Interim University President*	R	N/A	N/A							
Joshua Kitchens *EFS; Library*	P	P	P							
Matthew Liao-Troth *Interim Provost*	P	R	P							
Deborah MacMillan *EFS; CoHS*	P	P	P							
Lyndall Muschell *EFS; CoE; ECUS Vice-Chair*	P	P	P							
Craig Turner *EFS; CoAS; ECUS Secretary*	P	P	P							
Catherine Whelan *EFS; CoB; ECUS Chair*	R	P	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 *EFS; CoAS; ECUS Chair Emeritus*	P	R							
Steve Dorman *University President*	P	R							
Joshua Kitchens *EFS; Library*	P	P							
Matthew Liao-Troth *Interim Provost*	P	P							
Deborah MacMillan *EFS; CoHS*	P	P							
Lyndall Muschell *EFS; CoE; ECUS Vice-Chair*	P	P							
Craig Turner *EFS; CoAS; ECUS Secretary*	P	P							
Catherine Whelan *EFS; CoB; ECUS Chair*	P	P							
Bryan Marshall *EFS; CoB; APC Chair*	R	R							
Susan Steele *EFS; CoHS; CAPC Chair*	P	P							
Leslie Moore *EFS; CoHS; FAPC Chair*	P	P							
Maureen Horgan *EFS; CoAS, RPIPC Chair*	P	P							
Dianne Chamblee *EFS; CoHS, SAPC Chair*	P	P							

_____
CHAIRPERSON SIGNATURE   DATE _____-
(Including this Approval by chair at committee discretion