

**2012-2013 University Senate
Minutes for the 21-Sep-2012 Meeting
DRAFT (27-Sep-2012) for ECUS/SCC Review**

University Senate Officers: Presiding Officer Catherine Whelan, Presiding Officer Elect Lyndall Muschell, Secretary Craig Turner

Present: Cody Allen, Susan Allen, Kay Anderson, Kirk Armstrong, Andrei Barkovskii, Beauty Bragg, James Bridgeforth, Ryan Brown, Scott Butler, Dianne Chamblee, Jan Clark, Ben Davis, David de Posada, Steve Dorman, Toi Franks, Sandra E. Godwin, Jennifer Graham, Maureen Horgan, Josh Kitchens, Matthew Liao-Troth, Mary Magoullick, Ken McGill, Macon L. C. McGinley, Cara Meade, Julia Metzker, William Miller, Leslie Moore, Brian Mumma, Michael Murphy, Lyndall Muschell, Indiren Pillay, Amy Pinney, Sarah Rose Remmes, Jason Rich, Holley Roberts, Mike Rose, Susan Steele, John Swinton, Craig Turner, Catherine Whelan, Stephen Wills.



Absent: Greg Mahan, Beth McCauley.




Regrets: Carrie Cook, Amanda Jarriel, Deborah MacMillan, Bryan Marshall, Doreen Sams, Chris Skelton, Amy Sumpter.

Guests: Mike Digby *PPP Manual Point Person*; Lee Gillis *Chair, Psychological Sciences*; Douglas Goings *Parliamentarian of the 2012-2013 University Senate*; Jane Hinson *Dean, College of Education*; Jason P. Huffman *Director of Strategic Initiatives*; Steven Jones *Director of the Center for Engaged Learning*; Bob Orr *Chief Information Officer*; Mark Watkins *Assistant News Editor Colonnade*; Matthew Williams *Graduate Assistant of the 2012-2013 University Senate*; Dale Young *Interim Dean, College of Business*.

Call to Order: Catherine Whelan, Presiding Officer of the 2012-2013 University Senate, called the meeting to order at 2:02 p.m. Catherine indicated that there were name plates for university senators that may help each of us to put a name with a face indicating that this was a suggestion from the August 7-8, 2012 governance retreat.

Welcome and Introductions: Catherine Whelan first introduced Mark Watkins, *Assistant News Editor Colonnade*, who was present to gather information that may inform an article for the student newspaper. Catherine Whelan indicated that she plans to invite directors and deans to meetings of the university senate to assist university senators in being able to put a face with a name for individuals holding these positions.

	<p>Dr. Jane Hinson – Dean of the John H. Lounsbury College of Education</p> <ul style="list-style-type: none"> ○ I was first hired at Georgia College in 1999. ○ Five years ago I became a department chair. Two years ago, I became dean. ○ The most prominent item in the College of Education is the rejoinder to the recent reaffirmation of accreditation visit by the National Council for Accreditation of Teacher Education (NCATE). This rejoinder was due today (21 Sep) and authored by a number of faculty in the college, some present among you today including Cara Meade, Holley Roberts and Lyndall Muschell.
	<p>Dr. Steven Jones – Director for the Center of Engaged Learning</p> <ul style="list-style-type: none"> ○ I began here at Georgia College in August 2012. ○ The center integrates the following university programs, the American Democracy Project, Nonprofit Leadership Alliance, service learning, and student leadership, including the Georgia Education Mentorship Program, and undergraduate research, to provide enrichment opportunities for engaged student learning and undergraduate research. ○ We’re moving to a new location – 202 W. Clarke Street (across the street from Chappell Hall) – a building that we call <i>the green house</i> because of its color not its function. Once we are settled in, we will host an open house to showcase our new digs and let you know about our plans.

	<p>Dr. Dale Young – Interim Dean of the J. Whitney Bunting College of Business</p> <ul style="list-style-type: none"> ○ I've been at Georgia College for eleven years. ○ My “day job” is the Associate Dean of the J. Whitney Bunting College of Business though I am presently serving as Interim Dean while Dean Matthew Liao-Troth serves as Interim Provost. ○ The College of Business recently received reaffirmation of accreditation from AACSB (Association to Advance Collegiate Schools of Business). The site visit of the reaccreditation team occurred last fall. ○ Faculty and student organizations in the College of Business are working together to provide opportunities for students in the college to develop professionally including interviewing skills and speed networking.
	<p>Dr. Robert Orr – Chief Information Officer</p> <ul style="list-style-type: none"> ○ Though I just joined Georgia College on July 1, 2012, I've been working in academic institutions since Moses was a freshman. ○ I've met many of you in various meetings and I thank the entire university community for making me feel so welcome since my arrival. ○ There will be an Information Technology (IT) Town Hall in October 2012 so that my staff and I can listen to your ideas, concerns, needs, and desires for IT and share information that we have. ○ I'm having a great time here at Georgia College.
	<p>Dr. Steve Dorman – University President</p> <ul style="list-style-type: none"> ○ Thanks to everyone who has made our entrance into Georgia College and Milledgeville a good one. Janie and I have received a warm welcome to the community. ○ I feel extremely cared for through the work of the Presidential Transition Team. This group of folks compiled a set of facts and key documents that they believed I should review. In addition, they have helped to set my agenda for the first 100 days to make sure that I will be able to see individuals who can inform key decisions and provide important information. Right now I am conducting a 'listening tour' of the various colleges and groups on campus to gain a perspective on what folks believe are the most pressing needs and concerns. All of this information together will be used to direct our planning for the future. ○ The work of the University Senate is very important. Great universities have robust shared governance and we will be actively inviting the University Senate to be involved in helping set the direction for the university. It is clear that I cannot do this alone. The executive cabinet cannot lead the university alone. We need the work of each of you to make sure we are moving in the right direction. So, I look forward to engaging you in some of those discussions in the future. ○ Thanks to each of you for your service to the university community through your work on the University Senate. I know it may be difficult to meet sometimes on Friday afternoons or in committee meetings as you all have many other things to consume your time. So thank you for what you do. ○ Thanks and I look forward to talking with you more in the future.

Minutes: Drafts of minutes of the *20 Apr 2012 meeting of the 2011-2012 University Senate* and the *27 Apr 2012 organization meeting of the 2012-2013 University Senate* had been circulated by university senate secretary, Craig Turner, to the respective university senates by email for review with no revisions and were presented to those present for consideration. Both sets of minutes were approved as circulated.

President's Report: President Steve Dorman provided the President's Report when he introduced himself during the *Welcome and Introductions* portion of this meeting.

Provost's Report: Interim Provost Matthew Liao-Troth

- The presiding officer of the senate is now a standing guest of the academic leadership team (a body made up of the deans and directors and assistant VPs of major academic and provost support divisions)
- Center for Engaged Learning will have a \$100k undergraduate research fund this year; an application announcement will be forthcoming
- Center for Excellence in Teaching & Learning has director candidates coming to campus next month; announcements have been made for the \$77k in faculty research funds we have available this year
- The Learning Center has moved from A&S to the Library (second floor just past the circulation desk)
- Concern that we have had a drop in enrollment, primarily at the graduate level. The consequence is both a short-term and a long-term drop in available funds; we effectively have lost the equivalent of two tenure-track faculty in our budget as a result
- We have our first Martha Daniel Newell Visiting Distinguished Scholar (Caitlin O'Connell Rodwell of Stanford Medical School). An inaugural event will occur on the 14th of January.
- A handout on quality enhancement planning was shared, with open forums scheduled in mid-October. *This handout is a supporting document QEP_Report_2012-09-21.pdf to these minutes.*

Committee Reports: The following committee reports were given

1. **EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE** (ECUS) – Catherine Whelan

Officers: Chair Catherine Whelan, Vice-Chair Lyndall Muschell, Secretary Craig Turner

- Policy, Procedures, and Practices Manual – Working with Mike Digby to identify items that need to be distributed to Senate Committees to review and update as necessary.
- Appointment of the Subcommittee on Nominations
 - Chair: Lyndall Muschell
 - Secretary: Craig Turner
 - Members of ECUS: Catherine Whelan, Jan Clark, Josh Kitchens, Debby MacMillan, Steve Dorman, Matthew Liao-Troth
 - Chairs of the Standing Committees and SoCC: Leslie Moore, Susan Steele, Maureen Horgan, Bryan Marshall, Dianne Chamblee, John Swinton
 - Chair of Staff Council: Toi Franks
 - President of SGA: Cody Allen

2. **SUBCOMMITTEE ON NOMINATIONS** (SCoN) – Lyndall Muschell

Officers: Chair Lyndall Muschell, Secretary Craig Turner, No Vice-Chair position for this committee.

- The process has begun for the 2013-2014 University Senate elections. All university senators were asked to speak with colleagues regarding the work of the University Senate and to encourage their participation as upcoming senators.
- **MOTION 1213.CN.001.O:** On behalf of the committee, Lyndall Muschell, SCoN Chair, presented the motion: *To adopt the slate of nominees for 2012-2013 University Senate officers and committees as proposed in the supporting documentation.*
 - The supporting documentation for Motion 1213.CN.001.O, accessible in the online motion database, was identified and displayed on the big screen. The proposed revisions to the 2012-2013 university senate committee memberships were reviewed in detail. The supporting documentation provides justification for the revisions.
 - Catherine Whelan announced that she had just been informed yesterday (Sep 20) that David Connolly is no longer working at Georgia College yet David holds a volunteer position on FAPC. She went on to indicate that the Subcommittee on Nominations will

be asked to seek a replacement for this volunteer position on FAPC, ideally in time for the replacement to attend the 28 Sep 2012 FAPC meeting.

○ **SENATE ACTION:** Motion 1213.CN.001.O was *approved* with no further discussion.

3. **ACADEMIC POLICY COMMITTEE** (APC) – Macon McGinley (APC Vice-Chair) for Bryan Marshall

Officers: Chair Bryan Marshall, Vice-Chair Macon McGinley, Secretary John Sirmans

- Possible New Policy (Disastrous Semester Policy)
 - There needs to be a flag for those students that have a “Disastrous” semester, rated as a 1.0 GPA. This needs to be more immediate than letting their GPA fall over many semesters before we find out. This should apply to any semester where the student takes more than 8 credit hours.
- Possible New Policy (Closing Probation Loophole)
 - For those students that have been on academic probation and then taken off, if they fall below the threshold, they should be put immediately back on probation not warning.
- Possible New Policy (Repeating Graduate Courses)
 - Currently there is not a policy for graduate students repeating courses. Some schools do not allow repeats, others average course grades.
- Policy Review (5W Policy)
 - Is the current 5W policy working? What are the numbers of current students taking F’s that want to take a W.
- Policy Review (Advising)
 - Is the current policy working? Suggestions about removing the numbers 30/60/90 and just making it “Fall”.
- Possible New Policy (Common Syllabus Repository)
 - There needs to be a place where all the common syllabus items are placed as policy for students to look at. Thereby removing these items from the faculty syllabi. Suggestions include getting a website: syllabus.gcsu.edu up and running for the students.
- Possible New Policy (Online Course Definitions --- Meeting Requirements)
 - What is the current policy on online / hybrid meeting requirements? Are there any standards we can take from like universities? How many times must a faculty meet to classify the course as online or hybrid?
- Possible New Policy (Two Degree Masters)
 - Can students use the same graduate course credit for two degrees? What are other colleges doing?
- Possible New Policy (Grade Change)
 - We need to develop a policy that explicitly states grades can only be changed after the end of the semester due to a mistake on the faculty part. Suggestions to include policy on giving extra work or extra credit to bring grades up after the course is finished.

4. **CURRICULUM AND ASSESSMENT POLICY COMMITTEE** (CAPC) – Susan Steele

Officers: Chair Susan Steele, Vice-Chair Julia Metzker, Secretary Cara Meade

- CAPC has no motions at this time.
- We will be considering a policy draft from the Provost’s office regarding substantive changes in programs that is in response to SACS accreditation.
- The Sub-committee on the Core Curriculum (SoCC) will be working on assessment of the core.
- We plan to create a checklist for proposals to aid in the preparation and tracking process.

5. **SUBCOMMITTEE ON CORE CURRICULUM** (SoCC) – John Swinton

Officers: Chair John Swinton, Vice-Chair Mary Magoulick, Secretary Kay Anderson

- SoCC met for the fourth time this past week. We approved one additional section for GC1Y, The Uncanny: Monsters and Machines. We approved a GC2Y section, Global Connections. We also approved a proposal to give Introduction to Human Geography a Global Overlay designation. All

three will go to CAPC as an information item and the third will work its way to the BOR for final approval.

- SoCC solicited input from Department Chairs regarding the designation of all Internationalization courses to be included as global overlay courses. There was near unanimous support for the idea.
- SoCC will be co-sponsoring a series of forums concerning the assessment of CORE courses. The currently scheduled forums will be Thursday Sept 27 at 3:30, Friday September 28 at 12:00, and Monday October 1 at 4:00. All forums will be held in the Library Museum Education room. More will be planned if deemed necessary.
- SoCC is attempting to update its web presence.

6. **FACULTY AFFAIRS POLICY COMMITTEE** (FAPC) – Leslie Moore

Officers: Chair Leslie Moore, Vice-Chair Mike Rose, Secretary Beauty Bragg

- FAPC will be working on the Student Opinion Surveys this fall. We will review recommendations made to the Provost from last year's workgroup. FAPC will then forward recommended instruments to the senate for review.
- We are also considering a review of the Pre-Tenure and Post-Tenure process this year.

7. **STUDENT AFFAIRS POLICY COMMITTEE** (SAPC) – Dianne Chamblee

Officers: Chair Dianne Chamblee, Vice-Chair Amy Pinney, Secretary James Bridgeforth

- The Student Affairs Policy Committee met on Friday, August 24, 2012.
- Old Business
 - Initiatives for Yr 12-13 were discussed. The Emergency Fund for Students and Retention Initiatives were identified as two areas the committee would like to pursue.
 - Operating procedures were discussed. Ms. Chamblee will have a draft for review/vote at the September meeting.
- New business
 - Concern from a faculty member on students' abuse of the drug Adderall was brought forward. Through collaboration with other stakeholders at the University the members plan to have an educational program for freshman in the dorms on this issue. Nursing students, student health and university housing will be asked to assist with this initiative.
 - Student travel funding for undergraduate research was discussed. Dr. Steven Jones will be invited to the September meeting to provide information on the availability and process for accessing these funds.
 - Student parking concerns were brought forward and an informative discussion followed. Having a committee member who works in the parking area of the University was very helpful in providing information of alternative options for student parking that are not being utilized. It seems the parking problem is more of a perception than a reality.
 - Members also discussed the required every 5 year retesting for students needing special accommodations and the high cost of this testing.
- The committee will next meet on Friday, September 28, @ 2pm.

8. **STUDENT GOVERNMENT ASSOCIATION** (SGA) – Cody Allen

Officers: President Cody Allen, Vice President Stephen Hundley, Secretary Sarah Rose Remmes

- SGA will be hosting the Student Advisory Council (SAC) Conference on campus November 9 and 10. SAC is all of the SGA Presidents from across the state and is used as an advisory council to the Board of Regents.

9. **RESOURCES, PLANNING AND INSTITUTIONAL POLICY COMMITTEE** (RPIPC) – Maureen Horgan

Officers: Chair Maureen Horgan, Vice-Chair Jennifer Graham, Secretary Benjamin Davis

- The committee officers were elected at the 27 April 2012 meeting.
- RPIPC met on 24 August 2012

- The committee approved operating procedures and practices for the coming year. The new operating procedures are very comparable to last year's procedures.
- The committee discussed a number of issues that were carried over from the previous year, or suggested at the Governance Retreat. These issues include:
 1. Smoking Policy Enforcement. *RPIPC will address this at future meetings.*
 2. Common Meeting Time. *At the 28 September meeting, RPIPC will consider the status and continuation of the Common Meeting Time Task Force formed by last year's committee.*
 3. Service Recognition and Shared Leave. *At the 26 October meeting, RPIPC will consider the status and continuation of the Shared Leave work group formed by last year's committee; the work group also recommended consideration of Service Recognition lag (e.g., recognized in 11th year for 10 years of service). Rod Kelly, the new Director and Chief Human Resources Officer, will attend the 26 October meeting to exchange ideas about these topics.*
 4. University Communications. *This topic emerged at the Governance Retreat. John Hachtel, the new Associate Vice President for Strategic Communications will attend the 28 September meeting to exchange ideas on this topic.*
 5. Website/CAS. *This topic also emerged at the Governance Retreat. Bob Orr, the new Chief Information Officer, and James Carlisle, Director of Technology Support Services, will attend the 28 September meeting to exchange ideas on these topics.*
- Public Art Policy. *RPIPC received a request earlier today (21 Sep 2012) from the Executive Committee regarding Georgia College formulating a Public Art Policy. RPIPC will consider this at its 26 October meeting.*

Information Items:

1. **PARLIAMENTARIAN**: Catherine Whelan announced that Dr. Douglas Goings will be serving as the Parliamentarian of the 2012-2013 University Senate.
2. **GRADUATE ASSISTANT**: Catherine Whelan announced that Matthew Williams, who was assisting with the projection of the agenda and supporting documents to the big screen, is the Graduate Assistant of the 2012-2013 University Senate. His email address is matthomaswilliams@gmail.com and he is available to assist all the committees of the University Senate.
3. **UPDATE ON REVISION OF POLICIES, PROCEDURES, AND PRACTICES MANUAL (PPPM)**– Mike Digby
 - I have been asked to take on the project of editing the on-line Policies, Procedures, and Practices Manual (PPPM). I reported to the Senate at the onset of the project in February 2012. This is a follow-up report on results since then and on plans for the next three months.
 - First, let me summarize the charge I was given at the beginning of the project:
 - Edit the on-line PPPM for consistency, accuracy, and clarity
 - Organize the PPPM for user-friendliness
 - Develop a process to track changes in the PPPM
 - Develop as part of the PPPM a break-out Faculty Handbook section
 - Make recommendations to Provost and Senate on these four tasks
 - Report back to Provost's Office and Senate as they require.
 - It is important to note that the charge was to edit, not to re-write the manual. In fact, I was specifically told that my task was to offer suggestions and recommendations about making the manual more user-friendly for the university community. All such suggestions and recommendations were to be approved by appropriate authorities before being put in place. I was also told to operate in a transparent manner and actively to seek input from the university community.

- Second, let me summarize what I've done. This is a quick summary. I'll be glad to offer details on any or all points.
 - I've read every single entry in the comprehensive PPPM. I've sought and received ideas and suggestions from the university community, through an on-line feedback site and through meetings with many individuals and groups.
 - The index was often cited as being unhelpful. This is due in part to the automatic indexing feature of the software; it indexes by the first word of each entry. I offered a comprehensive re-wording of entry titles that would focus on key words in the entry. This will go into effect as the updated software program becomes available for campus use in October.
 - I developed a comprehensive re-structuring of every section of the PPPM to organize topics in a more subject-logical order. With approval, this can begin to go into effect with the availability of the updated software program.
 - I recommended that a changelog be incorporated into each major section of the PPPM, as is now done in the Academic Affairs section. The changelog will record every change made in the manual, along with noting by whose authority the change was made and the date. The updated software will make incorporating such information much easier to track.
 - An outline for a faculty handbook or guidebook has been developed, grouping together information that faculty would find most useful. This will be an additional element in the comprehensive PPPM, composed most likely of links to other parts of the manual. I am still seeking input as to the contents of the faculty handbook. *The current version (Draft 4) is a supporting document to these minutes called Faculty_Handbook_Contents.pdf.*
 - After considering every entry in the Academic Affairs section of the PPPM, I have noted those that need to be further reviewed and fixed. Problems were noted in the following areas: failure to cite proper authority and date, unclear wording or meaning, internal contradictions (with the same or other entries), confusing of policy and procedure/practice, and inconsistency with relevant BoR documents (such as the BoR Policy Manual). I will work with others, including the Provost office and the Senate Presiding Officer, in making recommendations as to actions needed by proper authorities, such as the Senate, to correct the problems.
- The updated software program will help in making many of the recommended changes. The updated software will also allow for a different look to the PPPM, so that something akin to a table of contents can be constantly in one's vision field as one consults the PPPM.
- I ask the Senate and any others to make suggestions to helping make the PPPM more useful and user-friendly. It is especially important that the faculty handbook/guidebook include those topics that faculty do consider to be most necessary. I think most of the recommendations can be incorporated into the on-line PPPM within weeks after we are able to begin using the updated software program.

Unfinished Business:

1. **UNIVERSITY SENATE PINS:** Presiding Officer Catherine Whelan distributed university senator pins to the first time members of the University Senate that were present at the meeting who had not received their pins at the 27 Apr 2012 organizational meeting. Pin recipients were Toi Franks, William Miller, Brian Mumma, Michael Murphy, Stephen Wills, Matthew Williams, and President Steve Dorman. Still to be awarded pins in the future are Beth McCauley and Amy Sumpter.

New Business:

1. **GOVERNANCE RETREAT SUMMARY:** At the Aug 7-8, 2012 governance retreat, Catherine Whelan had promised to summarize the feedback from the shared governance session and share this summary with

the university senate. *Her summary is provided as a supporting document to these minutes and is called GR_SG_Feedback_2012-09-21.pdf.* In particular, she noted that 20 of 35 respondents had expressed concerns on the lack of civility within committee deliberation. She presented this as a challenge for all university senators to work together for the good of the university. The summary report was presented as an information item to begin a conversation that will likely continue at future meetings. Catherine Whelan invited university senators to consider serving on the 2012-2013 governance retreat planning committee to plan the 2013 governance retreat indicating that a call for volunteers to serve on that committee would be coming soon.

2. **UNIVERSITY SENATE AFTER HOURS:** Catherine Whelan noted that many governance retreat participants had praised the retreat for the opportunity to get to know their fellow senators socially during a number of sessions of the 2012 governance retreat held at Callaway Gardens August 7-8, 2012. To provide an opportunity for social time with fellow university senators, Catherine noted that *University Senate After Hours* will make its debut shortly after this meeting at *The Brick* and invited all university senators to join her for food, drinks, and conversation. This *University Senate After Hours* will likely recur following future meetings of the 2012-2013 University Senate.
3. **COUNSELING SERVICES:** Macon McGinley indicated that she is planning to forward to the Executive Committee a request to steer *the process of referring students to counseling services* to an appropriate committee for review. Macon provided an anecdote to indicate that the time necessary to escort a student to the Counseling Services has been elongated since their offices have moved to West Campus and that rather than a walk from the main campus it is now a drive or shuttle ride. Macon invited all university senators to share their thoughts and suggestions on this matter with her via email at macon.mcginley@gcsu.edu.
4. **ATTENDANCE AND THE SIGN-IN SHEET:** University Senate Secretary, Craig Turner, requested that each individual present at the meeting sign the university senator attendance sheet or guest sign-in sheet on their way out if they hadn't already signed in. This will assist in the accuracy of the attendance record.

Adjourn: As there was no further business, a motion to adjourn was made, seconded, and approved. The meeting was adjourned at 3:05 p.m.

ATTACHMENTS

- Faculty_Handbook_Contents.pdf (referenced in the PPPM report by Mike Digby)
This list of proposed entries for inclusion in a Faculty Handbook was provided by Mike Digby.
- GR_SG_Feedback_2012-09-21.pdf (referenced in item one of New Business)
This 2012 governance retreat shared governance session feedback summary was provided by Catherine Whelan.
- QEP_Report_2012-09-21.pdf (referenced in the Provost's Report)
This Quality Enhancement Plan report was provided by Dr. Jason Huffman, Director of Strategic Initiatives.