

**2012-2013 University Senate**

**Minutes for the 19-Oct-2012 Meeting**

**DRAFT 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, Ryan Brown, Scott Butler, Dianne Chamblee, Jan Clark, Ben Davis, David de Posada, Steve Dorman, Toi Franks, Sandra E. Godwin, Maureen Horgan, Amanda Jarriel, Josh Kitchens, Matthew Liao-Troth, Deborah MacMillan, Mary Magoulick, Bryan Marshall, Beth McCauley, Ken McGill, Macon L. C. McGinley, Cara Meade, Julia Metzker, Leslie Moore, Brian Mumma, Michael Murphy, Lyndall Muschell, Indiren Pillay, Amy Pinney, Jason Rich, Holley Roberts, Mike Rose, Chris Skelton, Susan Steele, Amy Sumpter, John Swinton, Craig Turner, Catherine Whelan, Stephen Wills.



**Absent:** James Bridgeforth, Jennifer Graham, Greg Mahan, Sarah Rose Remmes.



**Regrets:** Carrie Cook, William Miller, Doreen Sams.

**Guests:** Sandy Gangstead *Dean of the College of Health Sciences,*  
Douglas A. Goings *Parliamentarian of the 2012-2013 University Senate,*  
Jason Huffman *Director of Strategic Initiatives,*  
Rod Kelly *Director and Chief Human Resources Officer,*  
Chavondra Mills *Assistant Professor of Chemistry,*  
Joe Mocnik *Director of the University Library,*  
Robert Orr *Chief Information Officer,*  
Ken Procter *Dean of the College of Arts and Sciences,*  
Jessica Rehling *Housing Area Coordinator,*  
Elaine E. Whitaker *Department Chair of English and Rhetoric,*  
Matthew Williams *Graduate Assistant of the 2012-2013 University Senate.*

**Call to Order:** Catherine Whelan, Presiding Officer of the 2012-2013 University Senate, called the meeting to order at 2:02 p.m.

**Welcome and Introductions:** 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><b>Mr. Ken Procter – Dean of the College of Arts and Sciences</b></p> <ul style="list-style-type: none"> <li>○ I have been asked to keep my comments to one minute.</li> <li>○ I will provide summary information in dozens. <ul style="list-style-type: none"> <li>▪ The College of Arts and Sciences has <ul style="list-style-type: none"> <li>● a dozen departments,</li> <li>● a dozen faculty searches,</li> <li>● a dozen professional leave requests, and</li> <li>● many dozens of budget requests.</li> </ul> </li> </ul> </li> </ul>
	<p><b>Dr. Sandy Gangstead – Dean of the College of Health Sciences</b></p> <ul style="list-style-type: none"> <li>○ The College of Health Sciences (CoHS) has sixty-six faculty and staff.</li> <li>○ In addition to its academic mission, the CoHS has two other service divisions. <ul style="list-style-type: none"> <li>▪ Wellness programming &amp; management of the GC Wellness &amp; Recreation Center.</li> <li>▪ Student Health Clinic.</li> </ul> </li> <li>○ The CoHS houses the first GC doctoral program, the Doctor of Nursing Practice (DNP).</li> <li>○ The CoHS recently added a new Master of Arts degree in Art Therapy. <ul style="list-style-type: none"> <li>▪ Only program of its kind in the state, one of only a few in the southeast region.</li> </ul> </li> <li>○ A handout summarizing the CoHS was circulated and is attached as <i>CoHS_Summary.pdf</i>.</li> </ul>

	<p><b>Rod Kelly – Director and Chief Human Resources Officer</b></p> <ul style="list-style-type: none"> <li>○ The Human Resources (HR) unit is focused on three goals for this year: <ul style="list-style-type: none"> <li>▪ Stabilize relations between HR and the university community,</li> <li>▪ Build credibility and trust in the HR unit and its personnel, and</li> <li>▪ Seeking to improve HR processes and forms.</li> </ul> </li> </ul>
	<p><b>Dr. Joe Mocnik – Directory of the University Library</b></p> <ul style="list-style-type: none"> <li>○ On average, about 2000 students, one-third of the student population, use the library daily.</li> <li>○ We are clustering student services on the second floor of the library. <ul style="list-style-type: none"> <li>▪ The Learning Center was the first service to be moved and has been well received.</li> <li>▪ The Writing Center will be coming to join The Learning Center soon.</li> <li>▪ After that, the Research Center will be coming.</li> </ul> </li> <li>○ These three centers will support the students throughout their college career. The Learning Center primarily services courses in the core. The Writing Center services a variety of courses taken in the major. The Research Center will support senior capstones.</li> </ul>

**Minutes:** A draft of the minutes of the *21 Sep 2012 meeting of the 2012-2013 University Senate* had been circulated by university senate secretary, Craig Turner, to the university senate by email for review with no revisions and was presented to those present for consideration. The minutes were approved as circulated.

**President’s Report:** President Steve Dorman

Let me add my congratulations to the College of Health Sciences and to Dean Gangstead for the recent successful completion of the SACS DNP review. The SACS team was appreciative and complimentary of your work and had no findings – meaning no recommendations for adjustments to the program. *There was applause from the floor to celebrate the success of the College of Health Sciences DNP SACS review.*

**1. Community Charitable Campaign\***

- The 2012-2013 State Charitable Contribution Program is ongoing.
- Please consider encouraging your colleagues and constituency group members to consider a donation to help your fellow Georgians in need by using the [Give at the Office](#)
- Thanks to Craig Smith, College of Education, for overseeing this campaign this year.
- As of my last review, Georgia College had the most online donations compared to the other university system schools. This speaks volumes about the character and care that you as faculty and staff have for others in our community.
- You might encourage your colleagues to give to organizations in the Baldwin County area if they are so inclined. (\*from GC Communication)

**2. Open Enrollment for Benefits\***

- Open Enrollment period for 2013 plan year began October 15 and ends November 9. Please encourage your colleagues and constituency group members to examine their benefits during this open enrollment period. (\*from GC Communication)

**3. SACS Quality Enhancement Plan (QEP) Discussions**

- We encourage your participation in the QEP discussions that are being held on campus by Jason Huffman to determine the focus for the next few years for the university and are an important part of our efforts in seeking SACS reaffirmation. This is an important discussion and one in which we value faculty and staff involvement.

- One of these discussions will occur today from 3:30-4:30 in University Banquet Room A in the Maxwell Student Union immediately following this meeting of the University Senate. If you would like to comment otherwise you may contact Jason Huffman in the Provost's office.

#### **4. Provost Search**

- The Provost Search is ongoing.
- Thank you to Dr. Mary Jean Land for chairing this search committee.
- Myers McCrea is the Search Firm that is coordinating this search.
- Over 80 applications at this point; over 35 nominations.
- The search officially closes last of October.
- Nominations will remain open until the end of October.

#### **5. Crisis, Assessment, Response and Education (CARE) Team\***

- It is my impression from the visits on the listening tour that I have made to the colleges that some are very concerned about the potential for violence on campus or there is concern for students or colleagues who may be experiencing difficulty. Recently, a GC Communication was sent to the campus community regarding GC's "Crisis Assessment, Response and Education" (CARE) Team. The CARE team is there to help you if you have students, colleagues, co-workers who are experiencing difficulty and you need to brainstorm how to deal with it or if you believe they need assistance or someone to talk with. The individual may be a student, staff or faculty member. A phone line has been established to reach the CARE Team. The number is 445-7475. Please direct concerns about a present or imminent emergency to GC Public Safety. I would encourage you and your colleagues to read the recent GC Communication that identifies characteristics of individuals who are in crisis and provides further information on this matter (\*from GC Communication).

#### **6. Budget News**

I have had opportunities recently to hear from the Chancellor and/or his staff at several meetings. I thought I would provide you with some notes and observations that I had taken away from these meetings:

- We are adjusting to a 'new normal' as far as budgeting and state funding is concerned. Funds that have been reduced in the past in all likelihood will not be returned in the same way.
- The budget for FY13 assumes a 6% growth. So far we are not approaching this level of growth. Therefore, we are not generating funds to meet the budget assumptions. As you know we have submitted our plans to reduce our budget by 3% which was called for in the late summer. We have been told that we should anticipate another 2% rescission in all likelihood before the end of this fiscal year.
- Next year's budget will be conservative. The chancellor hopes to have full formula funding in that budget, however any tuition increase would be modest. The chancellor has appealed for faculty and staff raises, however that is unlikely.
- There appears to be no additional state funds for pay raises. (For example, a 1% pay raise for universities would cost \$20 million. A 1% pay increase for K-12 would cost \$80 million. A 1% pay increase for other state employees would cost \$30 million. We would need growth in the range of 6-7% to justify this type of pay increase for state employees.)

As a part of the Fiscal Year 2014 budget and planning process, the University will be conducting annual Budget Hearings. The hearings will be held Monday, November 19, 2012 in the Pat Peterson Museum Education Room. I will begin the hearings at 9:00 a.m. with a brief budget overview followed by presentations from each of the College Deans and Vice Presidents. The presentations will begin at 9:30 a.m. and end at 2:30 p.m.

- The hearings are an important step in the budget planning process. They will provide the campus community with a greater understanding of the institutional needs and priorities, and update everyone on the fiscal challenges and opportunities facing Georgia College.

- Following the budget hearings, we will post the divisional and college budget presentations at the Budget Central website.
- I have been reviewing our budget and trends over the last five years and I will be presenting some information about the trends in Georgia College revenue and expenditures over the last five years during the 9:00 session of the budget hearing. I hope you can be present for that.
- In general, the five year trends show that state appropriations have decreased and tuition and fees have increased as sources of revenue for the GC budget. Tuition revenues are based upon the HOPE scholarship program, the Pell grant program and the Federal Loan program, each of which may have future changes. We would be wise to monitor this.

#### **7. Other Observations from USG Chancellor Huckaby or his staff**

- The Chancellor would like for the university system and the schools to heighten our efforts of telling our story to Georgia. There are great things happening on our campuses and we need to fully tell these stories.
- The Complete College Georgia agenda is very important to the Chancellor and his staff and you will continue to see efforts to involve all of system schools in the endeavor to educate 250,000 Georgians by 2020.
- The Chancellor has announced that he will hire a Vice Chancellor for Economic Development and that there will be a conference held by his office on this topic in December. We will be sending representatives to that conference.
- The Chancellor is hopeful that we will be much more adaptive to online education.
- The Chancellor is hopeful that system schools will be more military friendly.
- The Chancellor is hoping to reinstitute some focus on International Education in his office in the near future.

#### **Provost's Report:** Interim Provost Matthew Liao-Troth

- The **SACS visit** two weeks ago, regarding a level change for Georgia College in which SACS indicated that it was appropriate for Georgia College to deliver doctoral degrees, was good.
  - The SACS review team had no findings, meaning no recommendations for modifications.
  - This is also an affirmation of our first doctorate, our Doctor of Nursing Practice (DNP).
  - Thank you to Associate Provost Tom Ormond and College of Health Sciences Director of Graduate Programs Judy Malachowski for all their work in facilitating this visit.
- **Center for Excellence in Teaching and Learning (CETL) Director Search**
  - Third candidate of three interviewing today (19 Oct 2012), forum at 4pm in A&S Auditorium
  - Thank you to Robert Blumenthal for chairing this search and to Steve Elliot-Gower for serving as interim director of CETL.
- **National Council for Accreditation of Teacher Education (NCATE)**
  - Site visit early next week, specifically 22-23 October 2012.
  - Thank you to Dr. Cara Meade for taking the lead on the facilitation of this visit.

#### **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*
  - a. Discussion items at ECUS
    - i. The “new” minutes template is being used by many of the committees
    - ii. Lack of Counseling Services office on Main Campus
      - Appreciate the quick action by President and Interim Provost to inform the discussion
      - Steered 5 Oct 2012 by Standing Committee Chairs and Executive Committee to SAPC
    - iii. Communication Channels in Classrooms
      - IT is working on installation of a (Voice Over Internet Protocol) VOIP intercom system

- iv. Considering televising the University Senate meetings
    - The discussion is in its infancy and considering the feasibility of televising meetings
    - All senators are invited to contact any ECUS member to provide input on this matter.
  - b. Academic Leadership Team (ALT) Budget Meeting
    - i. Presentation of a "Wish List" from each academic unit
    - ii. No details of particular budget requests on these "wish lists" is being provided
    - iii. However the "wish lists" focused on supporting teaching and learning both directly, through faculty positions, and indirectly, with improved support services and activities
  - c. University System of Georgia Faculty Council (USGFC) meeting next week (Sat 27 Oct 2012)
    - i. The Georgia College Representative to the USGFC is Lyndall Muschell.
  - d. Lyndall Muschell will now present a Subcommittee on Nominations (SCoN) motion.
2. **SUBCOMMITTEE ON NOMINATIONS** (SCoN) – Lyndall Muschell  
*Officers: Chair Lyndall Muschell, Secretary Craig Turner, No Vice-Chair position for this committee.*
- **MOTION 1213.CN.002.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.002.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.
    - The changes to the slate of nominees to be voted on by the University Senate were described by Lyndall Muschell as follows.
      - In order to fill the position of volunteer on FAPC vacated by David Connolly, the committee contacted the Library as this was the only academic unit not represented on FAPC.
      - Beth Broyles, who was serving as a faculty volunteer on SAPC, agreed to assume the role of faculty volunteer on FAPC.
      - Her decision to shift from SAPC to FAPC left a vacancy for a volunteer on SAPC which Liz Thompson from the Library agreed to fill.
      - No other changes were made to committee memberships.
    - **SENATE ACTION**: Motion 1213.CN.002.O was *approved* with no further discussion.
3. **FACULTY AFFAIRS POLICY COMMITTEE** (FAPC) – Leslie Moore  
*Officers: Chair Leslie Moore, Vice-Chair Mike Rose, Secretary Beauty Bragg*
- FAPC continues to work on reviewing the Student Opinion Surveys (SOS) which were recommended by a workgroup to the Provost last year. The group has scheduled a Webinar with The IDEA Center SOS for next week.
  - Question from the floor: "Are the Student Opinion Survey instruments under review being considered for implementation for online courses or only face-to-face courses?" Answer by Leslie Moore: We have not yet been looking at that level of detail. Thank you for bringing that aspect to my attention. I will bring it to the attention of the committee.
  - FAPC also made a motion to change language in the current GCSU Faculty Status policy.
    - **MOTION 1213.FAPC.001.O**: On behalf of the committee, Leslie Moore, FAPC Chair, presented the motion: *To change language in the current GCSU Faculty Status policy regarding faculty appointed by the President to read: "Individuals holding positions with faculty status are eligible for the Optional Retirement Plan and may attend and speak at any faculty meeting, but may not vote."*
    - The supporting documentation for Motion 1213.FAPC.001.O, accessible in the online motion database, was identified and displayed on the big screen.

- Interim Provost Matthew Liao-Troth was called upon to field questions on the current number of individuals holding faculty status (fewer than a dozen) and to provide an illustrative example of an individual who would be a candidate to receive faculty status (After receiving his permission to be used as an illustrative example, Dr. Robert Orr, Chief Information Officer, was offered as an illustrative example noting that Dr. Orr possesses a doctoral degree and is SACS qualified to teach courses offered in the Department of Information Systems and Computer Science.)
- Dr. Liao-Troth also gave a brief history of the consideration of the faculty status matter noting the following points.
  - In the summer of 2012 the President’s Cabinet proposed a process to guide the University President in assigning faculty status that would include review of the candidate by the faculty of a department with the discipline commensurate with the credentials of the individual being considered for faculty status.
  - Faculty status is separate and distinct from faculty rank (Lecturer, Instructor, Assistant Professor, Associate Professor, Professor). Assigning faculty status to an individual does not place the individual in the Corps of Instruction nor does that individual get counted in faculty-student ratio calculations. The term *courtesy appointment* is used by some colleges and universities to identify the type of appointment that the University System of Georgia references as assigning faculty status.
  - Faculty status may be assigned to a position by the President. Positions eligible for faculty status include only vice presidents and those positions that report directly to a vice president.
  - There are some recent hires that Dr. Liao-Troth would like to nominate to receive faculty status and felt it was appropriate to consider the assignment of rights (attending, speaking, voting) in the context of faculty meetings PRIOR to these nominations.
- **SENATE ACTION:** Following the reception of these clarifications, the motion was *approved* as presented.

4. **ACADEMIC POLICY COMMITTEE** (APC) – Macon McGinley (APC Vice-Chair) for Bryan Marshall  
*Officers: Chair Bryan Marshall, Vice-Chair Macon McGinley, Secretary John Sirmans*
  - a. Bryan Marshall briefly went over the working agenda items currently ongoing in the APC:
    - i. **Disastrous Semester Policy:** We are trying to determine if there is a need to flag those students that have a “Disastrous” semester, rated as a 1.0 GPA.
    - ii. **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.
    - iii. **Repeating Graduate Courses:** Currently there is not a policy for graduate students repeating courses. Some schools do not allow repeats, others average course grades.
    - iv. **5W Policy:** The 5W policy is working.
    - v. **Common Syllabus Repository:** Could there be a place to centrally put all the common syllabi items, so our syllabi will look cleaner? Suggestions include getting the website: [syllabus.gcsu.edu](http://syllabus.gcsu.edu) up and running for the students.
    - vi. **Online Course Definitions - Meeting Requirements:** What is the current policy on online / hybrid meeting requirements?
    - vii. **Grade Change:** Does there need to be a standard grade change policy?

5. **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.
  - The policy on substantive change will be considered for a vote at the 26 Oct 2012 CAPC meeting.
  - CAPC will propose a standard definition of *concentration* but declines to define *tracks* at this time.
  - Tracking of new course and program proposals will be available through Registrar's office software recently purchased for catalog development.
  - CAPC has approved motions to give SoCC authority to approve courses for the global overlay for
    - 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.
6. **SUBCOMMITTEE ON CORE CURRICULUM (SoCC)** – John Swinton  
*Officers: Chair John Swinton, Vice-Chair Mary Magoulick, Secretary Kay Anderson*
- **New Area B2 Classes:**
    - Ten Plants that Changed the World
    - Theater for Social Change
  - **Global Overlays:**
    - Going ahead with the plan to approve Global Overlay designation for all courses already approved for GCSU International Plan.
  - **Upcoming Proposal by SoCC for CAPC** – Reword global overlay requirement from “2 in Core/ 3 total” to “No fewer than 1 in Core and No fewer than 1 outside of Core/ 3 total”. Intent is to alleviate the problem of transfer students who have Core complete.
7. **STUDENT AFFAIRS POLICY COMMITTEE (SAPC)** – Dianne Chamblee  
*Officers: Chair Dianne Chamblee, Vice-Chair Amy Pinney, Secretary James Bridgeforth*
- a. The Student Affairs Policy Committee met on Friday, September 28, 2012.
    - i. **Guest:** Steven Jones, Director for the Center for Engaged Learning (CEL) attended the meeting to provide information as to how students can access the new funding pool for undergraduate research. Funds will be divided among several projects: Funding for pilot projects-deepening practice at the departmental level. An advisory committee for CEL will control this fund with a subcommittee for student travel that will develop the criteria for awarding student funds and make the final decision on distribution of these funds. Undergraduate research could be a great recruiting tool for faculty members because it is supported in the culture. The CEL Director will write letters to the chairs of departments to disseminate information on the funding to faculty. The Colonnade and other means of communication will be utilized to make this information available to students.
    - ii. **Adderall Abuse – Student Education** Senior nursing students have been identified to take the lead in developing the education plan for addressing Adderall abuse. With the additional volunteers from the other nursing cohorts, fifteen students or more will be working on the project. Plans are to conduct the teaching in the Residence Halls in late November.
    - iii. **Student Emergency Funding** The committee further brainstormed on ways of making faculty and student leaders aware of the availability of these funds as well as the information on how to request donations to be directed to this account. The financial aid office will be contacted as to the account number and how this could be made available to faculty. An SGA representative was interested in the possibility of SGA adopting the Student Emergency Fund as philanthropy.
    - iv. **Support for International & Military Students** Members brought forward concerns for support of international and military students in light of recent tragic events. The adoptive family program for international student was discussed. Dr. Sams will inquire as to the program's present status. Though GCSU has an ROTC office on campus, only one

committee member was aware of its existence. Dianne Chamblee will seek information on assistance for veteran students.

b. **Next Meeting:** The committee will next meet on Friday, October 26, @ 2pm.

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

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

- SGA is beginning to work on having a textbook reference section in the Learning Center in the Library. We are beginning to brainstorm on how to get books to use as a reference source for little to no cost.
- 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.
- If anyone has any pressing matters that you would like for SGA to discuss let me know and I will try and fit it on the schedule. My email address is [sga.president@gcsu.edu](mailto:sga.president@gcsu.edu).

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

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

a. RPIPC met on 28 September 2012 from 2:00pm to 3:30pm in Health Sciences Building 2-11

b. **Items that RPIPC will address at the 26 October 2012 meeting include:**

- Smoking Policy Enforcement.** Students are interested in helping take the lead. Freshman Senator Juawn Jackson (who also represents the Student Services Committee) will attend the meeting to present ideas.
- Shared Leave and Service Recognition Lag.** The committee 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 the 11th year for 10 years of service). Rod Kelly, the new Director and Chief Human Resources Officer, will attend the meeting to exchange ideas about these topics.
- Public Art Policy.** Maureen Horgan has already started collecting information on policies at other COPLAC campuses and speaking with people on campus. She will meet with Michael Rickenbacker, University Architect, on 22 October 2012.

c. **Workgroup Updates:**

- Common Meeting Time Task Force.** Sally Humphries, Chair of the Task Force, and Craig Turner 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. Proposed revisions from RPIPC and ECUS have been reviewed by the Task Force, and the updated Task Force statement will be reviewed again by RPIPC, and forwarded to the Interim Provost. It was suggested at the *5 October 2012 ECUS meeting with Standing Committee Chairs* that this message be communicated to Department Chairs through the Deans.
- (Clarification: common misuse of the term "Adjunct faculty," which is a non-paid courtesy appointment. Wording changed to "Contingent Faculty," defined by AAUP as: adjuncts, postdocs, TAs, non-tenure-track faculty, clinical faculty, part-timers, lecturers, instructors, and nonsenate faculty).

d. **Guests attending and Summary of the 28 Sep 2012 RPIPC meeting:**

- John Hatchel, Associate VP for Strategic Communications spoke about the need to:
  - Improve the reputation of the office
  - Create a strategic plan for a flexible branding personality for the university that can be used for recruiting (a Media Relations Manager should be hired and in place within three weeks).



- Create a new university website with better navigation features (within a year)
  - Improve listservs and campus-wide email communication
  - Reinstate a way to reach all students via a listserv
- ii. Bob Orr (Chief Information Officer) and James Carlisle (Director of IT Support Services) reported on their progress with Central Authentication Service (CAS) 2.
- There is an advisory committee providing input.
  - CAS 2 will allow access to all, or nearly all hosted solutions (systems, such as Desire to Learn (D2L), Lynda, Orgsync, Intranet, etc.) with one log-in (most are completed or pending, PAWS is not yet tied in).
  - A complicated (“strong”) password is necessary for regulation (federated ID). IT will be making it easier to retrieve a lost password. They are also working on a comparable program for off-campus access.
10. **2011-2012 GOVERNANCE RETREAT PLANNING COMMITTEE** (GRPC) – Catherine Whelan  
*Members: Catherine Whelan (Chair), Dean Baker, Jan Clark, Monica Starley, Craig Turner*
- a. The 2011-2012 GRPC report was circulated as an attachment to the meeting agenda and is attached to these minutes as a supporting document entitled *GRPC\_2011-12\_Report.pdf*.
  - b. Overall participant feedback suggests that the 2012 Governance Retreat was a success (4.5)
    - i. Ratings on a 1 to 5 scale:
      - Mean ratings for the sessions ranged from Effective (4) to Most Effective (5)
  - c. Highlights of Suggestions / Recommendations from the retreat participants
    - i. Social time is important to build a sense of community within the university senate
    - ii. "Off campus location allowed us to focus on the Senate rather than be distracted by other campus issues"
    - iii. Reconsider the date of the retreat (the week before classes is quite full)
    - iv. Interactive sessions most effective (but a little more guidance would be helpful)
    - v. Include at least one breakout session by committee
    - vi. Inclusion of the "mock" senate meeting particularly helpful for new senators and a good way to wrap up the retreat and report back from breakout sessions
  - d. Cost per participant approximately \$180 (includes transportation, accommodation, and meals)
  - e. Thank you to other members of the 2011-2012 Governance Retreat Planning Committee
    - i. Jan Clark
    - ii. Craig Turner
    - iii. Dean Baker
    - iv. Monica Starley
  - f. Call for volunteers for 2012-2013 GRPC to plan the 2013 Governance Retreat.
    - i. Need to start planning
    - ii. Want committee formed by the end of this semester

**Unfinished Business:**

1. There was no unfinished business.

**New Business:**

1. **Graduate Assistant:** Catherine Whelan reminded all present 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](mailto:matthomaswilliams@gmail.com) and he is available to assist all the committees of the University Senate.
2. **Attendance and the Sign-in Sheet:** Catherine Whelan 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.

**Adjourn:** As there was no further business, a motion to adjourn was made, seconded, and approved. The meeting was adjourned at 3:15 p.m.

**ATTACHMENTS**

- CoHS\_Summary.pdf (referenced in the Dean Sandy Gangstead introduction above)  
*This document provides a summary of the College of Health Sciences.*
- GRPC\_2011-12\_Report.pdf (referenced in the 2011-2012 Governance Retreat Planning Committee Report)  
*A summary of the recommendations and activities of the 2011-2012 Governance Retreat Planning Committee*