

**2015-2016 University Senate
Minutes for the 22 Apr 2016 Meeting**

University Senate Officers: Presiding Officer John R. Swinton, Presiding Officer Elect Chavonda Mills, Secretary Craig Turner

PRESENT (36) Angel Abney, Susan C. Allen, Kay Anderson, Karen Berman, Louis Bourne, Kelli Brown, Jan Clark, Jolene Cole, Nicole DeClouette, Donovan Domingue, Steve Dorman, Josie Doss, Renee Fontenot, Douglas A. Goings, Emily Gomez, David Johnson, Juan Ling, Daniel McDonald, Ben McMillan, Yeprem Mehranian, Chavonda Mills, Lyndall Muschell, Christine Mutiti, Stephanie Opperman, Amy Pinney, Joanne Previts, Barbara Roquemore, Lindy Ruark, Claire Sanders, Carol J. Sapp, Costas Spirou, Susan Steele, John R. Swinton, Tom Toney, Craig Turner, Shaundra Walker.

ABSENT (0) None.

REGRETS (14) Netta Ben-Hashal, Heidi Fowler, Juawn Jackson, Brittiny Johnson, Mary Jean Land, David McIntyre, Kevin Morris, Vicky Robinson, Mike Rose, Katie Simon, Daniel Simpson, Catherine Whelan, Cliff Wilkinson, James J. Winchester.

GUESTS (11) **NOTE:** Mary Magoulick (SoCC Chair) had extended *Regrets* for this meeting of the university senate authorizing Angel Abney (CAPC Chair) to deliver the SoCC report at the meeting.

First Name	Last Name	2015-2016 Committee	Description Role on University Senate or Postion at the University
Carolyn	Denard	APC	<i>Associate Vice President for Student Success</i>
Lee	Gillis	None	<i>Chair and Professor, Department of Psychological Science</i>
Bruce	Harshbarger	None	<i>Chief Student Affairs Officer</i>
Andy	Lewter	SAPC	<i>Dean of Students</i>
Ken	McGill	None	<i>Chair and Professor, Department of Chemistry, Physics, and Astronomy</i>
Wendy	Mullen	None	<i>Provost Fellow</i>
Monica	Starley	None	<i>Special Assistant to the President</i>
Jessica	Swain	None	<i>Associate Registrar</i>
Carol	Ward	RPIPC	<i>Associate Director, Human Resources</i>
Elaine	Whitaker	None	<i>Chair and Professor, Department of English and Rhetoric</i>
Dale	Young	None	<i>Associate Dean, College of Business</i>

CALL TO ORDER: John R. Swinton, Presiding Officer of the 2015-2016 University Senate, called the meeting to order at 2:00 p.m.

AGENDA: A motion to approve the agenda was made and seconded. One revision was offered (add an informational update on issues for student veterans

from Jordan Wilcher to the Open Discussion section of the agenda) and accepted. The agenda was approved as amended.

MINUTES: A draft of the minutes of the *18 Mar 2016 meeting of the 2015-2016 University Senate* were circulated by university senate secretary, Craig Turner, to the university senate by email for review with no revisions and were presented to those present for consideration. These minutes were approved as circulated by email.

PRESIDENT’S REPORT - President Steve Dorman

- CAMPUS CARRY (HB 859)** I have written a letter (as a citizen not as university president) to the Governor and asked him to veto HB 859 – known as the Campus Carry Bill. I centered my argument on two main areas: (1) The presence of minors on our campus through our early college program and through the many student visits to the science museum and the Old Governor’s Mansion (2) The need for faculty and staff

to address difficult performance and behavioral issues with students in their offices and the need to conduct disciplinary hearings without the threat of a firearm being present. The Governor has until May 3 to take an action on this piece of legislation. His action options are to sign it, veto it, or not take either action. No action means that HB 859 would become law as Georgia has no pocket veto. Should he decide not to veto, we will have to assemble with the chancellor's staff and understand the impact of this legislation for our campus and determine how we might educate all on this.

2. **BUDGET (FY 2017)** The University System of Georgia received \$117 million in state funding for operations, which included \$37.6 million in formula enrollment earnings and \$59.5 million to fund merit-pay increases. In the formula-funded enrollment earnings, sixteen of the thirty USG institutions recognized increases in enrollment and fourteen recognized declines. The system also received \$219 million in bond and cash funding for capital projects and major repair and replacement needs.

At the institutional level, Georgia College recognized an increase of over \$2 million in state appropriations for fiscal year 2017. The new funding consists of:

- \$1.079 million increase for enrollment earnings (based on the FY 2015 credit hour increase);
- \$1.2 million increase for merit-pay increases;
- \$61,500 increase to address changes in the health insurance premiums.

The increase in state appropriations is positive; however, several additional factors listed below will affect our FY 2017 budget.

- Enrollment earnings were not fully funded. GC received only sixty percent of the projected enrollment earnings.
- Merit increases were not fully funded. GC received only seventy-eight percent of the total need for a three percent merit-pay increase in general funds, thereby, leaving \$345,633 to be funded from existing GC resources.
- Health insurance increases were not fully funded. GC received only nineteen percent in one-time funds of the full budgeted need, leaving us to fund \$266,354 from existing resources.
- There was a \$230,000 reduction in special initiative STEM funding from the system.
- Funding to provide faculty promotion increases requires \$93,592 from new or existing funds.
- Lastly, and of monumental importance, is the fact that we received a moratorium on all tuition increases, including graduate and tuition-differentiation programs. Tuition increases are typically funds needed to offset the state's allocated percentage of formula funding for higher education in Georgia. This is the first time in over ten years that we have not had a tuition increase. Note that a 1% tuition increase is the approximate equivalent of \$500,000.

After reducing the \$1.079 million in unrestricted new funds by the amount required to fully fund the 3% raise, plus the additional requirements mandated by health insurance changes and fully funding the promotional increases, only \$374,387 was left to apply to the over \$4 million dollars of new needs requested in the budget hearing last fall.

Given our undergraduate-capped enrollment mission and lack of new funding typically associated with rising enrollments, it has become abundantly clear that Georgia College must focus on priorities for programs and services while pursuing strategic redirection. This is necessary for Georgia College to remain a high-quality and preferred institution in Georgia consistent with our vision of being a preeminent public liberal arts university.

In anticipation of a more restrictive funding environment, the Office of Academic Affairs and the other divisions throughout the university have been centralizing lapse funding from faculty and staff who were retiring or leaving Georgia College since the beginning of fiscal year 2016. Additionally, the Executive Cabinet has applied contingency funds to support movement forward in meeting university priorities. We are, therefore, able to redirect approximately \$1,331,300 in permanent lapse funds, less critical vacant

positions, and contingency funds to meet some of the most pressing, high-demand needs that are essential to Georgia College's advancement.

After the reductions noted above, the remainder of the new state allocations, coupled with funding from internal redirection, will allow us to support the following critical needs: Six new lecturers, three academic support positions, two assistant professors, two career advisors, one web content specialist, one media content specialist, one development position, and one custodial position. The budget will also address funding for software license increases and limited operating needs.

Additionally, Georgia College received the anticipated capital funding (\$1,000,000) for the furniture, fixture, and equipment needs for the completion of the Beeson Hall project. We also received design funding (\$900,000) for Terrell Hall and Kilpatrick renovations.

Of the twenty-two mandatory student fee requests submitted to the USG office, thirteen were approved. Of the thirteen, Georgia College received approval for two mandatory student fee increases for fiscal year 2017. The Student Activity Fee will rise by ten dollars. Extra revenues will fund a new athletic trainer to support the tremendous participation in intramural programming, support the expansion of the student leadership development programming, and support the dynamic growth in student organizations requesting fee funding. The Parking & Transportation Fee received a six dollar increase to offset inflationary operating increases, parking lot upgrades, and cyclical replacement needs for buses.

It is important to share this information with you in an effort to be both transparent and deliberate with the allocation of funding and resources. Also, I hope you see the importance of our continued efforts in prioritization and redirection. This year may represent a new normal in tuition. Since we are not attempting to increase the enrollment at GC, then prioritization and redirection may very well be the only way that we will make additional progress in the foreseeable future. I am confident that, although this will be a “fiscally tight” year, together as a community we will continue our path to preeminence. I thank you all for your contributions to this truly distinctive institution.

PROVOST’S REPORT - Provost Kelli Brown

1. **FACULTY EXCELLENCE**

- a. **Celebration of Excellence** Faculty recognitions at this ceremony included the following.
 - i. Teaching Excellence Award Mr. Matthew Roessing, Department of Accounting
 - ii. Scholarship & Creative Endeavors Excellence Award Dr. Arash Bodaghee, Department of Chemistry, Physics & Astronomy
 - iii. Scholarship of Teaching and Learning Excellence Award Dr. Cynthia Alby, Department of Teacher Education
 - iv. Excellence in University Service Award Dr. Catherine Whelan, Department of Accounting
 - v. Department/ Program Excellence Award Department of Accounting
 - vi. Irene Rose Community Service Award Dr. Valerie Aranda, Department of Art
 - vii. Laurie Hendrickson MacMillan Award Ms. Sarah Handwerker, School of Nursing
- b. **Promotion and Tenure** Georgia College recently approved the promotion of sixteen faculty members for their excellence in teaching, scholarship/creative activities, and service to the university, community and/or profession. The university would also like to announce that six faculty members earned tenure. All promotions and tenured statuses become effective at the beginning of the 2016-17 contract year.
 - i. College of Arts and Sciences
 - Dr. Ryan Brown, promotion to Professor
 - Dr. Marcella Chiorescu, tenure and promotion to Associate Professor
 - Dr. Kristin English, tenure and promotion to Associate Professor
 - Ms. Emily Gomez, promotion to Professor
 - Mr. Carlos Herrera, promotion to Professor

- Dr. Min Kim, promotion to Associate Professor
 - Dr. Chavonda Mills, promotion to Professor
 - Dr. Indiren Pillay, promotion to Professor
 - Dr. Katie Simon, tenure and promotion to Associate Professor
 - Dr. Amy Sumpter, tenure and promotion to Associate Professor
 - Dr. Cliff Towner, tenure and promotion to Associate Professor
- ii. College of Health Sciences
- Dr. Lisa Griffin, promotion to Professor
- iii. J. Whitney Bunting College of Business
- Dr. Chris Clark, promotion to Professor
- iv. John H. Lounsbury College of Education
- Dr. Chrispen Matsika, promotion to Associate Professor
 - Dr. Rebecca McMullen, promotion to Professor
- v. Ina Dillard Russell Library
- Ms. Jolene Cole, tenure and promotion to Associate Professor

2. INSTITUTIONAL/PROGRAM EXCELLENCE

- a. **Spring 2016 Graduation Ceremonies** There will be one graduate ceremony and two undergraduate ceremonies, each at the Centennial Center.
- i. **Spring Commencement** is right around the corner and as you can imagine this is an exciting time for all our students graduating as they enter a new phase of their lives. Students enjoy introducing their family to the faculty who taught them, mentored them, coached them, and nudged them along the way.
- ii. **Graduate Ceremony** Fri 6 May 2016 The processional will begin promptly at 6:45 p.m.
- iii. **Undergraduate Ceremonies** Sat 7 May 2016
- The College of Arts & Sciences ceremony will begin at 9 a.m. with the processional beginning promptly at 8:45 a.m.
 - The Colleges of Business, Education and Health Sciences ceremony will begin at 2:00 p.m. with the processional beginning promptly at 1:45 p.m.
- iv. **More details** about each ceremony and when faculty need to arrive, etc. will be forthcoming from Ms. Kay Anderson.
- v. **Reception** Immediately following each undergraduate ceremony, graduating students and their guests are invited to join the Georgia College faculty, staff, and administration for a reception on the reflecting pool lawn. This will be an exciting time for students to introduce their families and friends to the faculty and staff who have worked with them throughout their time at Georgia College.
- vi. **Regalia** For faculty in need of regalia to be able to attend the ceremony please contact Dr. Jan Clark.

I look forward to seeing you at commencement!

- b. **Strategic Planning** Updated information can be found at <http://www.gcsu.edu/strategic-planning>
- c. **Promotion & Tenure Task Force** Updated information can be found at the task force website <https://intranet.gcsu.edu/promotion-tenure-task-force>
- d. **Mayfair/McIntosh** still on schedule to open in fall 2016.
- e. **Beeson** Still on schedule to open in fall 2017.

RECOGNITIONS:

1. John R. Swinton noted that certificates of recognition were signed by President Dorman and awarded for participating in shared governance to three groups of individuals who
- a. serve on a senate committee who are not also university senators – called “volunteers”
 - b. are completing their term of service as a university senator – called “senators completing terms”, and

- c. serve as a committee officer, university senate officer, or serve on Executive Committee – called “leaders.”
Volunteers, senators completing terms, and leaders who were not present today will have their certificates hand delivered at a later date.
- a. Volunteers meriting recognition include Jamie Addy (SoCC), Nancy Beasley (SoCC), Donna Bennett (RPIPC), Alex Blazer (FAPC), Jordan Bracewell (SAPC), Ryan Brown (FAPC), Thomas Caron (RPIPC), Rodica Cazacu (FAPC), Carol Christy (FAPC), Kimberly Cossey (CAPC), Ginny Crowson (RPIPC), Ben Davis (CAPC), Brenda Deal (SAPC), Carolyn Denard (APC), Chuck Fahrer (APC), Roberta Gorham (SoCC), Darlene Hubbard (RPIPC), Kasay Karen (SoCC), Andy Lewter (SAPC), Mary Magoulick (SoCC), Josip Mocnik (FAPC), Samuel Mutiti (APC), Kristi Papillier (SoCC), Brandon Samples (SoCC), James Schiffman (APC), Patrick Simmons (CAPC), John Sirmans (APC), Cara Smith (CAPC, SoCC), Barrett Stanley (SAPC), Rob Sumowski (SoCC), Amy Sumpter (CAPC), Simplice Tchamna-Kouna (SAPC), Clifford Towner (SAPC), Jeff Turner (SoCC), Carol Ward (RPIPC), Noland White (SoCC), Stephen Wills (SoCC), and Dana Wood (SoCC).
 - b. Senators Completing Terms meriting recognition include
 - i. ELECTED FACULTY SENATORS Angel Abney (CoAS), Jan Clark (CoAS), Donovan Domingue (CoAS), Douglas A. Goings (CoB), Yeprem Mehranian (CoE), Amy Pinney (CoAS), Vicky Robinson (CoHS), Mike Rose (CoAS), Katie Simon (CoAS), Tom Toney (CoAS), Catherine Whelan (At-Large), Clifton Wilkinson (CoAS), James Winchester (CoAS), and Howard Woodard (At-Large)
 - ii. EX OFFICIO NON-VOTING President Dorman and Provost Brown
 - iii. PRESIDENTIAL APPOINTEES Susan C. Allen (RPIPC), Kay Anderson (CAPC), Karen Berman (FAPC), Kevin Morris (SAPC), and Costas Spirou (APC)
 - iv. SELECTED STAFF SENATORS Brittney Johnson, Daniel McDonald, The Late Eve Puckett (1960-2015), Lindy Ruark, and Daniel Simpson
 - v. SELECTED STUDENT SENATORS Netta Ben-Hashal and Juawn Jackson
 - c. Leaders meriting recognition include
 - i. UNIVERSITY SENATE OFFICERS John Swinton (Presiding Officer), Chavonda Mills (Presiding Officer Elect), and Craig Turner (Secretary)
 - ii. PARLIAMENTARIAN John Sirmans
 - iii. COMMITTEE OFFICERS
 - 1) APC Donovan Domingue (Chair), David McIntyre (Vice-Chair), John Sirmans (Secretary)
 - 2) CAPC Angel Abney (Chair), Amy Sumpter (Vice-Chair), Nicole DeClouette (Secretary)
 - 3) ECUS John R. Swinton (Chair), Chavonda Mills (Vice-Chair), Craig Turner (Secretary)
 - 4) FAPC Barbara Roquemore (Chair), Tom Toney (Vice-Chair), Alex Blazer (Secretary)
 - 5) RPIPC Jan Clark (Chair), Ben McMillan (Vice-Chair), Brittney Johnson (Secretary)
 - 6) SAPC David Johnson (Chair), Heidi Fowler (Vice-Chair), Clifford Towner (Secretary)
 - 7) SCON Chavonda Mills (Chair), Craig Turner (Secretary)
 - 8) SOCC Mary Magoulick (Chair), Roberta Gorham (Vice-Chair), Kay Anderson (Secretary)
 - iv. EXECUTIVE COMMITTEE MEMBERS Provost Brown, Jolene Cole (Library), President Dorman, Chavonda Mills (CoAS), Lyndall Muschell (CoE), Susan Steele (CoHS), John R. Swinton (CoB), and Craig Turner (CoAS)

UNFINISHED BUSINESS: There was no unfinished business.

NEW BUSINESS: There were five motions (each sponsored by CAPC) listed as items of new business.

1. **MOTION 1516.CAPC.019.C (PROPOSAL FOR LOGISTICS AND TRANSPORTATION CONCENTRATION)** On behalf of the committee, Angel Abney, CAPC Chair, presented the motion *To recommend the addition of a new Concentration in Logistics and Transportation for students majoring in business as proposed in the supporting document titled Logistics and Transportation Concentration.*

- a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1516.CAPC.019.C, accessible in the online motion database, was available for display on the big screen. There was one supporting document.
 - i. *Logistics and Transportation Concentration* An MSWord file providing the proposed curricular revisions.
 - b. **CONTEXTUAL INFORMATION** In order to meet growing demand, the CoB is proposing this concentration in Logistics and Transportation for business majors.
 - c. **DISCUSSION** There was no discussion.
 - d. **SENATE ACTION** Motion 1516.CAPC.019.C was **APPROVED** with no additional discussion.
2. **MOTION 1516.CAPC.020.C (SUBSTANTIVE CHANGE IN THE SPECIAL EDUCATION MAT)** On behalf of the committee, Angel Abney, CAPC Chair, presented the motion *To recommend a substantive change in the Special Education MAT Program as proposed in the supporting documents.*
- a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1516.CAPC.020.C, accessible in the online motion database, was available for display on the big screen. There were eight supporting documents.
 - i. *Changes in MAT in Special Education Program Part 1* A pdf file providing some of the proposed curricular revisions.
 - ii. *Changes in MAT in Special Education Program Part 2* A pdf file providing the rest of the proposed curricular revisions.
 - iii. *Course Syllabus EDEX6110* An MSWord file containing a syllabus for EDEX 6110.
 - iv. *Course Syllabus EDEX 6119* An MSWord file containing a syllabus for EDEX 6119.
 - v. *Course Syllabus EDEX 6115* An MSWord file containing a syllabus for EDEX 6115.
 - vi. *New Graduate Course Proposal EDEX 6110* An MSWord file providing a course proposal for a new graduate course: EDEX 6110.
 - vii. *New Graduate Course Proposal EDEX 6119* An MSWord file providing a course proposal for a new graduate course: EDEX 6119.
 - viii. *New Graduate Course Proposal EDEX 6115* An MSWord file providing a course proposal for a new graduate course: EDEX 6115.
 - b. **CONTEXTUAL INFORMATION** The proposed program changes emerge from a cooperative agreement among Georgia College’s Special Education Program and the U.S. Department of Education Office of Special Education Programs in response to the receipt of a Preservice Training Improvement grant award.
 - c. **DISCUSSION** There was no discussion.
 - d. **SENATE ACTION** Motion 1516.CAPC.020.C was **APPROVED** with no additional discussion.
3. **MOTION 1516.CAPC.021.C (PROPOSAL FOR MASTERS OF SCIENCE IN ATHLETIC TRAINING)** On behalf of the committee, Angel Abney, CAPC Chair, presented the motion *To recommend the approval of the proposal for a new degree program for a Master of Science in Athletic Training (MSAT) from the School of Health and Human Performance (SHHP), as proposed in the supporting document, M.S. in Athletic Training.*
- a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1516.CAPC.021.C, accessible in the online motion database, was available for display on the big screen. There was one supporting document.
 - i. *M.S. in Athletic Training* An MSWord file providing the proposed curricular revisions.
 - b. **CONTEXTUAL INFORMATION** The M.S. in Athletic Training Degree will prepare graduates for practice in a specialized health care profession. The accrediting board agreed to establish the professional degree in athletic training at the master’s level. Upon BoR approval of the MSAT, the BS will be deactivated and they will continue to “teach out” those remaining students.
 - c. **DISCUSSION** There was no discussion.
 - d. **SENATE ACTION** Motion 1516.CAPC.021.C was **APPROVED** with no additional discussion.

4. **MOTION 1516.CAPC.022.C (EDS IN TEACHER LEADERSHIP DEGREE PROPOSAL)** On behalf of the committee, Angel Abney, CAPC Chair, presented the motion *To recommend the addition of a new Educational Specialist in Teacher Leadership with a distance learning delivery as proposed in the supporting document titled EDS in Teacher Leadership Degree Proposal.*
 - a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1516.CAPC.022.C, accessible in the online motion database, was available for display on the big screen. There was one supporting document.
 - i. *EDS in Teacher Leadership Degree Proposal* An MSWord file providing the proposed curricular revisions.
 - b. **CONTEXTUAL INFORMATION** This is a proactive proposal from the CoE. The corresponding prospectus was recommended by the university senate as Motion 1516.CAPC.018.C at its 18 Mar 2016 meeting. Consideration of this prospectus by the USG/BoR is in progress. The CoE is anticipating USG/BoR approval of the prospectus and is preparing for submission of this program proposal during summer 2016 when the university senate has no scheduled meetings. The plan is to have the program proposal ready to submit to the USG/BoR with all necessary university approvals. This program proposal has been approved by the Graduate Council and CAPC (and all other pertinent GC curriculum committees) so that it is ready for submission if/when the USG/BoR approves the corresponding prospectus which would serve as an invitation to submit this program proposal. In the event the corresponding prospectus is not approved by the USG/BoR, the university senate will have the option to rescind its approval of this motion.
 - c. **DISCUSSION** There was no discussion.
 - d. **SENATE ACTION** Motion 1516.CAPC.022.C was **APPROVED** with no additional discussion.
5. **MOTION 1516.CAPC.023.C (MASTER OF EDUCATION IN CURRICULUM AND INSTRUCTION PROPOSAL)** On behalf of the committee, Angel Abney, CAPC Chair, presented the motion *To recommend the addition of a new Masters in Education in Curriculum and Instruction with a distance learning delivery as proposed in the supporting document titled MED in C&I Proposal.*
 - a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1516.CAPC.023.C, accessible in the online motion database, was available for display on the big screen. There was one supporting document.
 - i. *MED in C&I Proposal* An MSWord file providing the proposed curricular revisions.
 - b. **CONTEXTUAL INFORMATION** This is a proactive proposal from the CoE. The corresponding prospectus was recommended by the university senate as Motion 1516.CAPC.017.C at its 18 Mar 2016 meeting. Consideration of this prospectus by the USG/BoR is in progress. The CoE is anticipating USG/BoR approval of the prospectus and is preparing for submission of this program proposal during summer 2016 when the university senate has no scheduled meetings. The plan is to have the program proposal ready to submit to the USG/BoR with all necessary university approvals. This program proposal has been approved by the Graduate Council and CAPC (and all other pertinent GC curriculum committees) so that it is ready for submission if/when the USG/BoR approves the corresponding prospectus which would serve as an invitation to submit this program proposal. In the event the corresponding prospectus is not approved by the USG/BoR, the university senate will have the option to rescind its approval of this motion.
 - c. **DISCUSSION** There was no discussion.
 - d. **SENATE ACTION** Motion 1516.CAPC.023.C was **APPROVED** with no additional discussion.

COMMITTEE REPORTS:

1. **ACADEMIC POLICY COMMITTEE** (APC) – Donovan Domingue
Officers: Chair Donovan Domingue, Vice-Chair David McIntyre, Secretary John Sirmans
 - a. **Meeting** APC met on 1 Apr 2016 from 2:00pm to 3:15pm. The following topic was discussed.

senate meeting, review of this DRAFT by university senators resulted in three revisions (1) designating a meeting time for the Subcommittee on the Core Curriculum (SoCC) at each of the seven meeting blocks designated as ECUS-SCC, (2) adding the 21 Apr 2017 Celebration of Excellence to the cover page under the heading University, AND (3) using the most current university logo on the cover page of the calendar. The DRAFT governance calendar was adopted with these modifications by the members of ECUS bringing closure to the 2015-2016 ECUS deliberation of this item.

- iii. **Campus Carry Legislation** John R. Swinton inquired what the pleasure of the 1 Apr 2016 ECUS meeting attendees was on this item: specifically should we propose a resolution for university senate consideration or not? Chavonda Mills noted that a recent email sent to the USG Faculty Council (USGFC) email list indicated that (1) each of the twenty-nine USG Presidents had written a letter (as a citizen) to the governor opposing the passage of HB 859, (2) the faculty governance bodies of at least eight of twenty-nine faculty USG institutions had filed resolutions opposing HB 859 (see Presiding Officer Elect Report in the 1 Apr 2016 ECUS minutes for a list of these USG institutions) AND (3) the USGFC was considering drafting a resolution opposing HB 859. It was noted that the governor has forty days to consider taking an action on HB 859 – his action options are to sign it, veto it, or not take either action (no action means that HB 859 would become law as Georgia has no pocket veto). The forty day review period ends 3 May 2016. A recommendation was made not to promote the drafting of a university senate resolution on this bill (HB 859) noting that any university senator could offer such a resolution from the floor at the 22 Apr 2016 meeting of the university senate. Employees are reminded of the opportunity they have to communicate with their legislative representatives as citizens and not to use university letterhead or university email to make this contact as such use violates USG policy.
- iv. **1516 ECUS Motions Implemented** John R. Swinton noted that he had been assigned formally as implementer of four motions in his capacity as Presiding Officer of the University Senate. In consultation with Craig Turner who had implemented the four motions (posted the governance history, the university senator handbook, and revised bylaws (two revisions) to the university senate website), John R. Swinton had marked each of these motions with implementation complete in the online motion database. This brings closure to deliberation on this matter by the 2015-2016 Executive Committee.
- v. **Committee Annual Reports** Reminder that committee annual reports are requested on Wednesday (27 Apr 2016) and expected no later than next Friday (29 Apr 2016) before the organizational meetings of Standing Committees (and Subcommittee on Core Curriculum). Please use the format from last year.

5. **SUBCOMMITTEE ON NOMINATIONS** (SCoN) – Chavonda Mills

Officers: Chair Chavonda Mills, Secretary Craig Turner, No Vice-Chair position for this committee.

- a. **Meeting** SCoN met on 1 Apr 2016 as part of the ECUS-SCC(Standing Committee Chairs) meeting from 3:30pm to 4:45pm. The following topics were discussed.
 - i. **Slate of Nominees** The proposed slate of nominees for the 2016-2017 University Senate was shared with SCoN and ECUS during the ECUS-SCC meeting.
 - ii. **Revisions Proposed to the Slate of Nominees** The following revisions/suggestions to the slate of nominees were made by members of ECUS and SCC:
 - 1) On behalf of SCoN, Jolene Cole will contact her colleagues in the library and solicit volunteers for APC
 - 2) On behalf of SCoN, Susan Steele will contact her colleagues in CoHS and solicit volunteers for FAPC
 - 3) Assign volunteer Diane Gregg to SoCC

- 4) Assign volunteer Cliff Towner to SoCC
 - 5) Ask EFS (Elected Faculty Senator) members of SoCC to accept a second committee appointment on CAPC
 - 6) POE (Presiding Officer Elect) nominees will be contacted and asked to accept or decline the nomination for POE; if more than one accepts, nominees will be required to provide a written statement to the University Senate regarding their interest/qualifications for the position. If more than one nominee accepts, a preference poll ballot of eligible POE nominees will be presented to the university senate.
 - 7) Due to a shortage of EFS to meet committee composition requirements, SCoN will revisit bylaws requirement of 37 EFS on the US.
6. **FACULTY AFFAIRS POLICY COMMITTEE (FAPC)** – Barbara Roquemore
Officers: Chair Barbara Roquemore, Vice-Chair Tom Toney, Secretary Alex Blazer
- a. **Meeting** FAPC met on 1 Apr 2016 from 2:00pm to 3:15pm. The following topics were discussed.
 - b. **Faculty Credentials**
 - i. Next year, FAPC will review the criteria that triggers the review of a faculty member's credentials (for instance to include but not be limited to SACS Review and/or the hiring of faculty with international degrees), the criteria for selecting credentialing companies, and the timeline for how the university and affected faculty member respond to the faculty review recommendations.
 - ii. Next year, FAPC will examine (through a workgroup) the treatment of non-tenure track faculty.
 - c. **Provost Memo from February 8, 2016**
 - i. This memo is attached to these minutes as a supporting document to provide context for the comments below.
 - ii. Generally, FAPC has concerns that some of these processes and procedures are actually policy; and the Committee believes that regardless of whether they are procedure, policy, or practice, they should be published in the PPPM. We also have responses to five specific items.
 - 1) **Department Chairs**: FAPC is concerned about whether the procedure of hiring department chairs with tenure and professor status on appointment is a policy. Further, the Committee is concerned about the unintended consequences of the one size fits all policy. While it may be appropriate in most cases, this procedure discourages junior faculty from leadership and many good potential chairs may not be approved.
 - 2) **Online Teaching**: FAPC believes that the statement sounds like a policy. Online teaching is a curricular matter so it should be reviewed by Departments, Colleges, CAPC, and/or another curricular body.
 - 3) **Terminal Degrees**: FAPC wonders whether lecturers need a terminal degree, given current SACS guidelines only 18 graduate credit hours. This sounds to the Committee like a one size fits all policy. Committee believes that the final sentence of the item regarding limited term faculty (being hired with terminal degrees preferred and highly encouraged but not necessary) should apply to lecturers.
 - 4) **Faculty Positions**: FAPC recommends that faculty replacement hires revert to the Deans rather than the Provost.
 - 5) **New Faculty Orientation**: FAPC has concerns about the value of reassigned time (which seems like course release) for orientation.
 - d. **Student Rating of Instruction Survey**
 - i. FAPC is concerned about the price, the participation, and the usability of the current

instrument and recommends the university find a different instrument that is less expensive and has fewer questions.

7. **RESOURCES, PLANNING AND INSTITUTIONAL POLICY COMMITTEE (RPIPC)** – Jan Clark

Officers: Chair Jan Clark, Vice-Chair Ben McMillan, Secretary Brittiny Johnson

a. **Meeting** The Resources, Planning and Institutional Policy Committee met on 1 Apr 2016 from 2:00pm to 3:15pm.

i. **Public Art Policy** The only matter of discussion was brought by Michael Rickenbaker, the University Architect. He brought proposed additions to the current GC Public Art Policy (noting that this current policy was adopted as Motion 1213.RPIPC.001.P by the university senate and approved by the university president) and will follow up with a specific proposal draft with the 2016-2017 RPIPC.

ii. **Appreciation** Jan Clark expressed appreciation to each member of RPIPC for their contributions to the committee deliberation. Those named include voting members of RPIPC – Ben McMillan (Vice-Chair), Brittiny Johnson (Secretary), Susan Allen, Donna Bennett, Thomas Caron, Ginny Crowson, Renee Fontenot, Emily Gomez, Darlene Hubbard, Lindy Ruark, Daniel Simpson, Carol Ward, and the late Eve Puckett (1960-2015) – and honorary RPIPC member Bob Orr (Chief Information Officer) who was a regular guest attendee of RPIPC meetings.

8. **STUDENT AFFAIRS POLICY COMMITTEE (SAPC)** – David Johnson

Officers: Chair David Johnson, Vice-Chair Heidi Fowler, Secretary Clifford Towner

a. **Meeting** The Student Affairs Policy Committee did not meet on 1 Apr 2016.

i. **Student Veteran's Issues** The only item to report is that SAPC has requested inviting GC student veteran Jordan Wilcher to speak to the University Senate, time permitting, at its 22 Apr 2016 meeting, regarding student veterans' issues.

9. **STUDENT GOVERNMENT ASSOCIATION (SGA)** – Juawn Jackson

Officers: President Juawn Jackson, Vice President Laura Ahrens, Secretary Altimease Lowe, Treasurer David Gastley

a. As Juawn Jackson had extended Regrets for this meeting, there was no oral SGA Report.

b. When contacted by email following this meeting for an SGA Report, SGA President Juawn Jackson indicated he had nothing to report to the university senate from SGA.

OPEN DISCUSSION: There was one topic of open discussion.

1. **Issues for Student Veterans (Military)** – Jordan Wilcher

a. **Recent Enhancements** We seek to improve the environment for student veterans. Two ways in which this environment was recently enhanced include the addition of priority registration for student veterans and the establishment of a student veteran stole for visibility at commencement ceremonies. While we are grateful for these enhancements, there are other issues.

b. **Promote an SVRC** Georgia College (GC) has an opportunity, not simply an obligation, to support the student veterans on campus. By providing an area classified as a designated Student Veterans Resource Center (SVRC), GC will be able to fulfill its' obligation under the University Systems of Georgia, and be able to begin its filing of consideration to be a Veteran Friendly University, and application to become a "Yellow Ribbon" University.

c. **Operationalize SVRC** The SVRC can be manned by a Student Veteran of the University's choice, and paid by the Federal government under the Veteran Work Study Program. This will provide a physical location that student veterans, dependents of Veterans attending under their parents' GI Bill, and parents of those students can go to receive information and ask questions regarding the use and restrictions of the GI Bill, contact information for important persons (Campus Veteran Advocate, local Constituent Services Rep., local VA contacts, etc.), and also information about veteran life of GC's campus.

d. **Summary** By implementing this one initiative, GC opens itself to great benefits and an entirely new pool of potential GC students. Student veterans bring a unique perspective, along with a level

of diversity, experience, and respect that is incomparable to others. By adding these students to Georgia College's diversity, it improves the experience and development of everyone.

- e. **Any Questions??** There was one question from the floor.
- a. **Question** While we appreciate you sharing your remarks on student veterans, what can the university senate do to support the initiatives you so eloquently articulated?
 - b. **Answer** Support the allocation of space for an SRVC, the goal of becoming a “Yellow Ribbon” University, the goal of getting an inventory of student veterans, and promote the establishment of academic counseling for various contingencies.
 - i. It was noted that RPIPC would likely receive steering to handle the consideration of the recommendation for space allocation for the SVRC on behalf of university senate.
 - ii. It was noted that Mike Augustine is the university liaison to support student veterans.
 - iii. It was noted that Kelli Brown (Chief Academic Officer) and Bruce Harshbarger (Chief Student Affairs Officer) have participated in the conversation regarding allocation of space for a SVRC. This conversation is ongoing.

ANNOUNCEMENTS: There was one announcement.

1. **PASSING OF THE GAVEL** – John R. Swinton

- a. John R. Swinton (Presiding Officer of the 2015-2016 University Senate) indicated that he had reviewed the questions that Past Presiding Officer Susan Steele (Presiding Officer of the 2014-2015 University Senate) had used to pass the gavel to him. *The interested reader is referred to the 24 Apr 2015 University Senate minutes for the questions used by Susan Steele.* Further, he had decided to use the first two questions verbatim and had revised the third question.
- b. John R. Swinton (Presiding Officer of the 2015-2016 University Senate) called Chavonda Mills (Presiding Officer of the 2016-2017 University Senate) to the front of the room. John R. Swinton had the gavel Susan Steele had purchased and formally passed this gavel to Chavonda Mills transferring the role of Presiding Officer of the University Senate with the following three questions. The first two questions were directed to Chavonda Mills while the third was directed to the membership of the university senate.
 - i. Will you view your role as presiding officer as an opportunity, rather than a burden?
 - ii. Will you be a faithful steward of the resources of the University Senate?
 - iii. And will you, members of the 2016-2017 University Senate, vow to support your Presiding Officer in her efforts toward effective shared governance?
- c. The answers to the first two questions were “I will” from Chavonda Mills while the answer to the third question was “We will” from the membership.
- d. Chavonda Mills made some brief remarks which are approximated here. While I feel it is inappropriate to make a formal acceptance speech, I thank you for entrusting me to serve as your presiding officer. I look forward to serving the university senate during the 2016-2017 academic year and will endeavor to be worthy of the trust you have placed in me.

ADJOURN:

1. **ATTENDANCE AND THE SIGN-IN SHEET** Chavonda Mills 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.
2. **MOTION TO ADJOURN** As there was no further business, a motion to adjourn was made, seconded, and approved. The meeting was adjourned at 3:10 p.m.
3. **COMMITTEE ANNUAL REPORTS** To comply with the university senate bylaws, note that the committee annual reports for the 2015-2016 academic year are due on Friday, 29 Aug 2016 and will be posted at the

university senate archive (http://us.gcsu.edu/Annual_Reports_2015-2016/index.htm) once they are received. The relevant university senate bylaw is provided below.

IV. Section 2. Annual Reports. The committees listed in V. Section 2.A.1 shall constitute the standing committees of the University Senate. Each standing committee and the Executive Committee shall present a comprehensive, written, annual report in an appropriate format to the Executive Committee. This report shall include a summary of the major items considered by the committee during the academic year and the disposition of each. The Executive Committee shall set a due date and the format of these reports in consultation with the standing committee chairs and these reports shall be posted with the minutes of the last University Senate meeting of the academic year

SUPPORTING DOCUMENTS:

1. The document *APC_Acad_Calendar Aug17-Aug19* (MSWord format) is the academic calendar referenced in the APC Report to be shared as an information item.
2. The document *Memo to Deans & Director Feb 8, 2016* (pdf format) is the Provost's Memo referenced in the FAPC Report and is being shared as contextual information for this FAPC report.

AUGUST 2017

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JANUARY 2018

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14	15 ML King Day <div style="border: 1px solid black; padding: 2px; display: inline-block;">Holiday</div>	16 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Classes Begin</div>	17	18	19	20																																																																																										
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FEBRUARY 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2 Groundhog Day	3
4	5	6	7	8	9	10
11	12 Lincoln's B-Day	13	14 Valentine's Day	15	16 Chinese New Year	17
18	19 Presidents' Day	20	21	22	23	24
25	26	27	28	1	2	3

4	5	<p>January 2018</p> <table border="1"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td> </tr> <tr> <td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td> </tr> <tr> <td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td> </tr> <tr> <td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td> </tr> <tr> <td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td> </tr> </tbody> </table>		S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>March 2018</p> <table border="1"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td> </tr> <tr> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> </tr> <tr> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> </tr> <tr> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> </tr> <tr> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td> </tr> </tbody> </table>		S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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MARCH 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11 Daylight Saving	12	13	14	15	16	17 St. Patrick's Day
18	19	20 Vernal equinox	21	22	23	24
Spring Holidays – No Classes						
25	26	27	28	29	30 Good Friday	31 Passover
1 Easter April Fool's Day	2	February 2018 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28		April 2018 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		

APRIL 2018

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22 Earth Day	23	24	25 Admin Assist Day	26	27	28																																																																																			
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MAY 2018

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29	30	1	2	3	4	5																																																																																				
6	7 Last Class Day	8 Exams	9 Exams	10 Exams	11 Exams Graduate Graduation	12 Graduation																																																																																				
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JUNE 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28 Memorial Day	29	30	31	1	2
3	4	5	6	7 Maymester Exams	8	9
10	11 Summer I Begins	12	13	14 Flag Day	15	16
17 Father's Day	18	19	20	21 June Solstice	22	23
24	25	26	27	28	29	30

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JULY 2018

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8	9 Summer II Begins	10	11	12	13	14																																																																																				
15	16	17	18	19	20	21																																																																																				
22 Parents' Day	23	24	25	26	27	28																																																																																				
29	30	31	1	2	3	4																																																																																				
5	6	<p style="text-align: center;">June 2018</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>		S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p style="text-align: center;">August 2018</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>		S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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AUGUST 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2 Summer II Exams	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19 Aviation Day	20 Classes Begin	21	22	23	24	25
26	27	28	29	30	31	1

2

3 Labor Day

July 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2018

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						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
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SEPTEMBER 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																			
26	27	28	29	30	31	1																																																																																			
2	3 Labor Day <div style="border: 1px solid black; padding: 2px; display: inline-block;">Holiday</div>	4	5	6	7	8																																																																																			
9 Grandparents Day	10 Rosh Hashanah	11 Patriot Day	12	13	14	15																																																																																			
16	17	18	19 Yom Kippur	20	21	22																																																																																			
23 Autumnal equinox	24	25	26	27	28	29																																																																																			
30	1	<p style="text-align: center;">August 2018</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">S</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">M</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">T</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">W</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">T</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">F</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">S</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td></td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> </tr> </table>		S	M	T	W	T	F	S			1	2	3	4		5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p style="text-align: center;">October 2018</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">S</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">M</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">T</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">W</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">T</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">F</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">S</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> </tr> <tr> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> </tr> </table>		S	M	T	W	T	F	S			1	2	3	4	5	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
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OCTOBER 2018

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7	8 Columbus Day Fall Break – No Classes	9 Fall Break – No classes	10	11	12	13																																																																																											
14	15	16	17	18	19	20																																																																																											
21	22	23	24 United Nations Day	25	26	27																																																																																											
28	29	30	31 Halloween	1	2	3																																																																																											
4 Daylight Saving	5	<p>September 2018</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>		S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							<p>November 2018</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2 3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>		S	M	T	W	T	F	S						1	2 3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
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NOVEMBER 2018

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DECEMBER 2018

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30	31 New Year's Eve	<p>November 2018</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>		S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<p>January 2019</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>		S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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JANUARY 2019

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FEBRUARY 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2 Groundhog Day
3	4	5 Chinese New Year	6	7	8	9
10	11	12 Lincoln's B-Day	13	14 Valentine's Day	15	16
17	18 Presidents' Day	19	20	21	22	23
24	25	26	27	28	1	2

3	4	<p style="text-align: center;">January 2019</p> <table border="1" style="margin: auto;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> <tr> <td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td> </tr> <tr> <td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td> </tr> <tr> <td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td> </tr> <tr> <td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td> </tr> </tbody> </table>		S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p style="text-align: center;">March 2019</p> <table border="1" style="margin: auto;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td> </tr> <tr> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> </tr> <tr> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> </tr> <tr> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> </tr> <tr> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> </tr> <tr> <td>31</td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>		S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
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MARCH 2019

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24	25	26	27	28	1	2
3	4	5	6	7	8	9
10 Daylight Saving	11	12	13	14	15	16
17 St. Patrick's Day	18	19	20 Vernal equinox	21	22	23
Spring Holidays - No Classes						
24	25	26	27	28	29	30
31	1 April Fool's Day	February 2019 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28		April 2019 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		

APRIL 2019

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31	1 April Fool's Day	2	3	4	5	6																																																																																											
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14	15 Taxes Due	16	17	18	19 Good Friday	20 Passover																																																																																											
21 Easter	22 Earth Day	23	24 Admin Assist Day	25	26	27																																																																																											
28	29	30	1	2	3	4																																																																																											
5	6 Ramadan begins	<p style="text-align: center;">March 2019</p> <table border="1" style="margin: auto;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>		S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p style="text-align: center;">May 2019</p> <table border="1" style="margin: auto;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>		S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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MAY 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4
5	6 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Last Class Day</div> Ramadan begins	7 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Exams</div>	8 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Exams</div>	9 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Exams</div>	10 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Exams</div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Graduate Graduation</div>	11 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Graduation</div>
12 Mother's Day	13 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Maymester Begins</div>	14	15	16	17	18
19	20	21	22	23	24	25
26	27 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Holiday</div> Memorial Day	28	29	30	31	1

April 2019

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 2019

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JUNE 2019

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26	27 Memorial Day	28	29	30	31	1																																																																																			
2	3	4	5	6 Maymester Exams	7	8																																																																																			
9	10 Summer I Begins	11	12	13	14 Flag Day	15																																																																																			
16 Father's Day	17	18	19	20	21 June Solstice	22																																																																																			
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JULY 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3	4 Independence Day Holiday	5 Summer I Exams	6
7	8 Summer II Begins	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28 Parents' Day	29	30	31	1	2	3

4	5	<p style="text-align: center;">June 2019</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>					S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							<p style="text-align: center;">August 2019</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1 2 3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>					S	M	T	W	T	F	S							1 2 3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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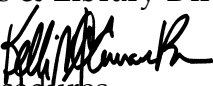
AUGUST 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 Parents' Day	29	30	31	1 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Summer II Exams</div>	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Aviation Day	20	21	22	23	24
25	26	27	28	29	30	31

1	2 Labor Day	<p style="text-align: center;">July 2019</p> <table border="1" style="margin: auto;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>		S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p style="text-align: center;">September 2019</p> <table border="1" style="margin: auto;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>		S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
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Office of the Provost
Campus Box 24
Milledgeville, GA 31061-0490
Phone 478.445.4715
Fax 478.445.5151

TO: Academic Deans & Library Director
FROM: Kelli R. Brown 
RE: Processes & Procedures
DATE: February 8, 2016
CC: Department Chairs, Academic Leadership Team

The following is a written follow-up to conversations we have had during the past year regarding a number of topics.

Department Chairs: Beginning this past summer (2015), all department chairs are being hired as 12-month leadership positions. Current department chairs not in 12-month positions can continue their roles; however, when they step down the next chair will be on a 12 month leadership contract. Depending on the available resources, all chairs will be selected through a national search. All department chairs will be hired with tenure and professor status on appointment. In all new department chair hires, a provision for step down to a faculty role will be clearly delineated and will be approved by Provost prior to offer letter being shared with candidate.

Probationary Credit: Probationary credit toward promotion and tenure will be used judiciously when hiring faculty at Georgia College. Probationary credit toward promotion and tenure will only be allowed with approval from the Provost in advance of hiring, and/or during the negotiation process with a prospective faculty member. This approval must be in writing from the Provost. Credit toward promotion and tenure must appear in the letter of offer.

Online Teaching: Fully online undergraduate instruction during regular fall and spring semesters must be approved on a case-by-case basis by both the Dean and Provost. Approval will be reserved for exceptional circumstances (such as a medical leave), or when there is a distinctive pedagogical value added to the online delivery that is unavailable with hybrid or face-to-face instruction. This approval must be in writing from both the Dean and Provost. If courses are being offered fully online in spring 2016 and/or fall 2016, the Dean must notify and request approval from the Provost approval at this time.

Faculty Search Ads: All faculty search ads will contain the following statement regarding teaching in the core. *All Georgia College faculty share the responsibility of teaching our core curriculum and providing foundation courses for majors and non-majors alike. To carry out our public liberal arts mission, we seek faculty with the desire and ability to engage students as they launch their intellectual journey.*

Terminal Degrees: Effective fall 2015, all faculty hired as either lecturer or tenure earning must have a terminal degree. Preferably all faculty are hired with terminal degree in hand; however, exceptions may occur. In those rare exceptions, faculty must have terminal degrees completed within 12 months of date of hire. These exceptions must be approved by the Provost prior to the letter of offer with an explanation of when the terminal degree will be completed. This will be noted in the letter of offer and if the terminal degree is not earned within the 12 months from date of hire, the faculty will receive a letter of nonrenewal for the following year. It is preferred that all faculty hired as limited term be terminally qualified as well; however, given the temporary and sometimes last minute nature of such hires, this is not necessary but highly encouraged.

New Faculty Hires without Terminal Degree at Hire: Salaries for faculty who have recently obtained a terminal degree, and also have a salary withholding as part of their initial hire, will be adjusted to reflect the new annual salary rate. This new salary rate will be prorated based on the salary administration effective date. The salary administration effective date will be based on the degree award date and the first day of the following month. Example: Faculty hired for August 1, 2015 start; degree awarded 12/12/2015; partial salary will be withheld for August 1 – December 31, 2015; the full salary effective date will be January 1, 2016. Letter of offer will be explicit with this language to ensure full understanding by new employee. Amount withheld will be determined by Dean and Provost, typically between \$2500 and \$25,000 depending on the initial salary.

Faculty Positions: Effective Spring 2016, all vacant lecturer and tenure-earning and/or tenured faculty positions will revert to the Office of Academic Affairs. To request a new faculty position (tenure earning, lecturer or limited term) or fill a vacant position, the department chair and dean must complete a Faculty Position Request form. See attached form. The Faculty Position Request form will also be used for new budget request positions as well, typically in fall. To improve our hiring process efficiency and to equip Georgia College & State University with talented faculty, all searches will focus on permanent hires whenever possible.

Faculty/Staff Positions: Effective fall 2015, all permanent lapse associated with new hires (faculty and staff) will be retained by the Office of Academic Affairs. This will allow Academic Affairs to assess university needs and create new positions as needed within Academic Affairs.

Effective fall 2015, all temporary lapse in unfilled lines (faculty & staff) will be retained by the College and/or unit.

New Faculty Orientation: Effective fall 2017, all new tenure earning, tenured and lecturers will receive reassigned time for a single semester long faculty orientation program. The orientation will begin on the Monday and Tuesday before classes begin and will continue through the fall semester for a period of up to 3 hours weekly.

Limited term faculty must only attend the Monday and Tuesday sessions. Each college and library will be responsible for one social event during the fall semester so that the new faculty become acquainted with each college/library, faculty and staff. Faculty who begin in spring 2017 will be required to attend the upcoming fall orientation program. The dates and times for the fall 2017 new faculty orientation will be provided by October 1, 2016.