

## University Senate ECUS Committee Annual Report

**Committee Name: Executive Committee of the University Senate (ECUS)**

**Academic Year: 2014-2015**

### **Committee Charge:**

V.Section1.B. The Executive Committee shall meet as needed throughout the year to facilitate the functioning of the University Senate. Meetings of the Executive Committee may be called by the Chair, the University President, or by written request from a majority of the Executive Committee membership. A majority of the Executive Committee membership shall constitute a quorum.

V.Section1.C. The duties of the Executive Committee shall include the following:

V.Section1.C.1. The elected members of the Executive Committee shall constitute an advisory committee of the faculty to the University President.

V.Section1.C.2. The Executive Committee shall set the agenda for regular meetings of the University Senate in compliance with II.Section3.A.4.

V.Section1.C.3. The Executive Committee shall, as the need arises, appoint not less than three nor more than five impartial faculty members to serve as the informal body of inquiry (the "body of inquiry"), as described in the Policy Manual of the Board of Regents (803.1102), to mitigate the removal of any tenured or non-tenured faculty member. This body of inquiry shall be responsible for the determination of confidentiality relating to such informal inquiries, especially when sensitive information about particular individuals would be otherwise revealed. Should this body of inquiry fail to effect an adjustment (e.g. be unable to negotiate a resolution), they shall advise the University President whether dismissal proceedings should be undertaken. The body of inquiry's recommendation shall not be binding on the University President.

V.Section1.C.4. Except when the University Senate gives specific directions, the Executive Committee shall, when consideration is being given to referring any matter to a standing committee, determine the standing committee that shall have jurisdiction; provided, however, that nothing in this responsibility shall challenge the University President's authority and responsibility for interpretation of the Statutes and bylaws or for determining ultimate jurisdiction when conflicts arise.

V.Section1.C.5. The Executive Committee may make editorial suggestions to the language of any motion, including a resolution, that is submitted for Senate consideration. The Executive Committee should apply this responsibility judiciously, noting that the purpose of this review is to improve clarity, remove ambiguity, and identify inconsistencies with superseding policy. Any such editorial suggestions are incorporated only after review and approval by the body submitting the motion.

V.Section1.C.6. The Executive Committee shall appoint a Committee on Nominations as specified in V.Section1.D.1.

V.Section1.C.7. The Executive Committee may recommend to the University Senate for their consideration and approval such standing and/or special committees as it deems necessary.

V.Section1.C.8. The Executive Committee may consider and recommend to the University Senate any matters that are within the powers of the University Senate.

V.Section1.C.9. The Executive Committee shall have the responsibility for initiating and maintaining a system of overlapping terms for elected University Senators.

V.Section1.C.10. The Executive Committee shall ensure that up-to-date versions of any documents (e.g. statutes, bylaws, policy manuals, handbooks) that define or reference the governance structure in any unit of the University are archived in both "hard" and "electronic" format to facilitate access.

V.Section1.C.11. The Executive Committee shall be responsible for maintaining a calendar of governance meetings.

V.Section1.C.12. The Executive Committee shall ensure that its own minutes as well as those of the University Senate including all standing committees, sub-committees, and ad hoc committees of the University Senate are accessible to all members of the University Community

V.Section1.C.13. The Archivist of the University Senate shall be the University Archivist. In the absence of a University Archivist, the Executive Committee shall appoint an Archivist of the University Senate. The Archivist shall maintain a historical record of University Senate activity both on paper and electronically and make the electronic version of this archive available to the University Community.

V.Section1.C.14. The Executive Committee shall meet regularly with the Standing Committee Chairs to facilitate communication among the committees of the University Senate.

V.Section1.C.15. The Executive Committee shall ensure that these bylaws are followed.

V.Section1.C.16. The Executive Committee shall be responsible for operational matters of the University Senate including, but not limited to, consulted for Presidential Appointees (II.Section1.A.1), receive Corps of Instruction List (II.Section2.A.1), apportion elected faculty senator positions (II.Section2.A.2), receive election/selection procedures and results and announce results for academic units (II.Section2.A.3), Staff Council (II.Section1.A.3), students (II.Section1.A.4), conduct at-large elections (II.Section2.A.4), name a parliamentarian (II.Section3.B.3), receive operating procedures of committees (III.Section1), is one source that can initiate standing committee business (IV.Section1), receive motion text and disseminate agenda for Senate meetings (IV.Section2), receive and archive committee annual reports (IV.Section2), name facilitator and necessary voting proxies for standing committee chair elections (IV.Section3.A), receive committee composition report from Subcommittee on Nominations (V.Section1.D.2.d), receive or make motions for the addition of permanent subcommittees (V.Section2.A.3.a), and receive ad hoc committee charters (V.Section2.A.3.b).

**Committee Calendar:**

**Regularly scheduled meetings of ECUS**

<b>Date</b>	<b>Location</b>	<b>Time</b>	<b>Minutes Link</b>
8/22/14	Parks Hall, Room 301	2:00 pm	<a href="#">August 22, 2014 Minutes</a>
10/3/14	Parks Hall, Room 301	2:00 pm	<a href="#">October 3, 2014 Minutes</a>
11/14/14	Parks Hall, Room 301	2:00 pm	<a href="#">November 14, 2014 Minutes</a>
1/23/15	Parks Hall, Room 301	2:00 pm	<a href="#">January 23, 2015 Minutes</a>
2/27/15	Parks Hall, Room 301	2:00 pm	<a href="#">February 27, 2015 Minutes</a>
4/3/15	Parks Hall, Room 301	2:00 pm	April 3, 2014 Minutes

**Regularly scheduled meetings of ECUS wiith Standing Committee Chairs**

<b>Date</b>	<b>Location</b>	<b>Time</b>	<b>Minutes Link</b>
8/22/14	Parks Hall, Room 301	2:00 pm	<a href="#">August 22, 2014 Minutes</a>
10/3/14	Parks Hall, Room 301	2:00 pm	<a href="#">October 3, 2014 Minutes</a>
11/14/14	Parks Hall, Room 301	2:00 pm	<a href="#">November 14, 2014 Minutes</a>
1/23/15	Parks Hall, Room 301	2:00 pm	<a href="#">January 23, 2015 Minutes</a>
2/27/15	Parks Hall, Room 301	2:00 pm	<a href="#">February 27, 2015 Minutes</a>
4/3/15	Parks Hall, Room 301	2:00 pm	April 3, 2014 Minutes

**Executive Summary:**

<b>Recurring Activities of ECUS</b>	<b>ECUS Accomplishments</b>	<b>Tasks Requiring Follow-up</b>
<ul style="list-style-type: none"> <li>Held organizational meetings to elect committee officers in Spring 2014</li> </ul>	<ul style="list-style-type: none"> <li>Obtained support of President Steve Dorman and Provost Kelli Brown for a one course</li> </ul>	<ul style="list-style-type: none"> <li>Seek replacement of the electronic tools with new tools</li> </ul>

Recurring Activities of ECUS	ECUS Accomplishments	Tasks Requiring Follow-up
<ul style="list-style-type: none"> <li>• Named John Sirmans as Parliamentarian for the 2014-15 university senate.</li> <li>• Named Carter Shadden as graduate assistant for the 2014-15 university senate.</li> <li>• Offered an officer orientation to the standing committee officers.</li> <li>• Provided a one-day retreat at Rock Eagle 4-H center for all senators and senate volunteers.</li> <li>• Named John Swinton chair of Sub-committee on Nominations (SCoN) and designated entire ECUS membership, standing committee chairs, SGA President, Staff Council Chair, and SoCC Chairs as the membership of the SCoN.</li> <li>• Received and posted operating procedures for standing committees of the university senate.</li> <li>• Prepared and disseminated agendas for ECUS, ECUS with SCC and university senate meetings.</li> <li>• Prepared and disseminated minutes of ECUS, ECUS with SCC and university senate meetings prior to meeting in which approval was on the agenda, and archived final approved minutes in university database.</li> <li>• Met as scheduled with standing committee chairs and steered issues to the appropriate standing committee when presented to ECUS.</li> <li>• Prepared apportionment of elected faculty senators based on the corps of instruction list</li> </ul>	<ul style="list-style-type: none"> <li>release per semester for the university senate presiding officer.</li> <li>• Obtained commitment from Provost Kelli Brown to allocate a portion of time for one of the administrative assistants in Academic Affairs to provide university senate administrative support in lieu of a graduate assistant starting in academic year 2015-2016.</li> <li>• Allocated meeting times for departmental and college meetings in the governance calendar.</li> <li>• Obtained Provost support for 2015 governance retreat date with this date as a “blackout” date for required college or departmental activities.</li> <li>• Placed Presiding Officer on the Risk Advisory Task Force.</li> <li>• Reviewed a draft plan for revision of the university senate electronic tools prepared by Enterprise Applications.</li> <li>• Facilitated the resolution of SoCC bylaws concerns expressed by President Dorman and the ratification of the revised bylaws.</li> <li>• Prepared editorial corrections of university senate bylaws.</li> <li>• Provided for university participation in the University System of Georgia Faculty Council (USGFC) fall and spring meetings.</li> <li>• Obtained commitment from President Dorman and Provost Brown to reactivate an online repository for all university</li> </ul>	<ul style="list-style-type: none"> <li>developed by Enterprise Applications personnel.</li> <li>• Continue advocating for university senate representation on search committees, task forces, and other advisory groups.</li> <li>• Collect and analyze data regarding meeting “regrets” due to schedule conflicts with departmental, college, or other campus events for both university senate and standing committee meetings.</li> <li>• Continue to work with Senior Associate Provost for Academic Affairs and Director of Graduate Studies to integrate activities of the university senate, CAPC, and newly formed Graduate Council.</li> <li>• Form a task force to address the recommendations obtained from the internal audit (by Julia Hann) of university senate procedures and electronic presence.</li> <li>• Prepare a plan for transition from a graduate assistant to administrative support from an Administrative Assistant in Academic Affairs.</li> <li>• Implement a faculty listserve to include: <ul style="list-style-type: none"> <li>○ Rules of netiquette</li> <li>○ Defined purposes</li> <li>○ Volunteer moderator</li> </ul> </li> <li>• Develop plan for regular review and revision of the PPPM by university senate committees.</li> <li>• Advocate for a continued presence in strategic planning initiatives for the University.</li> </ul>

Recurring Activities of ECUS	ECUS Accomplishments	Tasks Requiring Follow-up
<p>from the Provost’s office and communicated to Deans of each college.</p> <ul style="list-style-type: none"> <li>• Provided oversight to elected faculty senator elections of all academic units (colleges, library) as well as at-large.</li> <li>• Prepared the 2015-2016 Governance calendar with input from Academic Leadership Team.</li> <li>• Obtained recognition certificates for outgoing senators and volunteers.</li> <li>• Established an April 27<sup>th</sup> due date for committee annual reports and approved continued use of the annual report template used in previous academic years.</li> <li>• Received and archived annual reports.</li> <li>• Facilitated organizational meetings for the incoming university senate.</li> <li>• Appointed John Swinton as chair of the retreat planning committee. Named Susan Steele, Macon McGinley, and Craig Turner as committee members.</li> <li>• Continued to have Presiding Officer represent university senate at the Academic Leadership Team meetings held by the Provost.</li> </ul>	<p>committees and task forces to promote transparency.</p> <ul style="list-style-type: none"> <li>• Initiated dialogue to resume having a faculty listserve. Awaiting a volunteer faculty moderator.</li> <li>• Participated in an audit process of the University Senate archives and procedures with Julia Hann.</li> <li>• Continued the practice to recommend an implementer when forwarding an approved motion to the President for approval.</li> <li>• Worked with Chief Information Officer Robert Orr to have the Governance calendar linked to the Campus Resources” page available within Unify.</li> <li>• Revised order of agenda items for university senate meetings to promote a more efficient meeting.</li> <li>• Obtained permission from both Provost and President to release their university senate reports by email to the university community prior to the distribution of minutes.</li> <li>• Obtained data from university senate volunteers regarding type of recognition they would like to receive for their work on university senate.</li> <li>• Presiding officer represented university senate in the President’s Strategic Planning training session.</li> <li>• Presiding officer represented university senate at Fraud Awareness panel discussion.</li> </ul>	

**Committee Membership and Record of Attendance:**

**1. Aggregate Attendance at ECUS Meetings**

“P” denotes Present, “A” denotes Absent, “R” denotes Regrets

Meeting Dates	8-22-14	10-3-14	11-14-14	1-23-15	2-27-15	4-03-15	Present	Regrets	Absent
Kelli Brown <i>Provost</i>	P	R	R	R	P	P	3	3	0
Ben Davis <i>EFS; Library</i>	P	P	P	P	P	P	6	0	0
Steve Dorman <i>University President</i>	R	R	R	R	R	R	0	6	0
Lyndall Muschell <i>EFS; CoE; ECUS Chair Emeritus</i>	P	P	P	P	R	P	5	1	0
Susan Steele <i>EFS; CoHS; ECUS Chair</i>	P	P	R	P	P	P	5	1	0
John Swinton <i>EFS; CoB; ECUS Vice-Chair</i>	P	P	P	P	P	P	6	0	0
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P	P	P	P	P	P	6	0	0
<b>Acronyms</b>	EFS = Elected Faculty Senator; CoAS = College of Arts & Sciences; CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences								

**2. Aggregate Attendance at ECUS Meetings with Standing Committee Chairs**

“P” denotes Present, “A” denotes Absent, “R” denotes Regrets

Meeting Dates	8-22-14	10-3-14	11-14-14	1-23-15	2-27-15	4-3-15	Present	Regrets	Absent
Kelli Brown <i>Provost</i>	P	R	P	R	P	P	4	2	0
Ben Davis <i>EFS; Library</i>	P	P	P	P	P	P	6	0	0
Steve Dorman <i>University President</i>	R	R	R	R	P	R	1	5	0
Lyndall Muschell <i>EFS; CoE; ECUS Chair Emeritus</i>	P	P	P	P	R	P	5	1	0
Susan Steele <i>EFS; CoHS; ECUS Chair</i>	P	P	P	P	P	P	6	0	0
John Swinton <i>EFS; CoB; ECUS Vice-Chair</i>	P	P	P	P	P	P	6	0	0
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P	P	P	P	P	P	6	0	0
Howard Woodard <i>EFS; CoB; APC Chair</i>	P	P	R	P	P	R	4	2	0
Stephen Wills <i>EFS; CoE; CAPC Chair</i>	P	P	P	P	R	P	5	1	0
Tom Toney <i>EFS; CoAS; FAPC Chair</i>	P	P	R	P	P	P	5	1	0
Ben McMillan <i>EFS; CoB, RPIPC Chair</i>	P	P	P	P	P	R	5	1	0
Macon McGinley <i>EFS; CoAS, SAPC Chair</i>	P	P	P	P	R	R	4	2	0
<b>Acronyms</b>	EFS = Elected Faculty Senator; CoAS = College of Arts & Sciences; CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences								

**Motions brought to the Senate floor from the Executive Committee**

<b>Motion Number:</b> 1415.EC.001.P	<b>Motion Statement:</b> To recommend adoption of the proposed Georgia College Service Recognition policy as described in the attached document in place of the existing Service Recognition Policy.
<b>ECUS Deliberation:</b> February 27, 2015 meeting	<b>ECUS Vote Outcome:</b> Unanimous vote to approve placement on the agenda for 27 Mar 2015 university senate meeting and for university senate to deliberate as <i>a committee of the whole</i> .
<b>Senate Deliberation:</b> March 27, 2015	<b>Senate Action:</b> Ratified by university senate with 2/3 majority. Signed by presiding officer and sent to University President Dorman for approval
<b>Action:</b> March 30, 2015	<b>Action taken:</b> Signed by university senate presiding officer and sent to University President Dorman with recommendation that Human Resources serve as the implementer of the policy.
<b>Link to motion:</b> <a href="#">Georgia College Service Recognition Policy</a>	

**MOTION (2014-08-22 ECUS Meeting)** to accept the commitment from the Office of Academic Affairs to provide resources to support the University Senate in the following two ways:

- (1) One three-hour course release per semester for the Presiding Officer of the University Senate
- (2) Administrative Assistant in the Office of Academic Affairs to provide support (approximately ten hours per week anticipated) and this support replaces the graduate assistant position for the University Senate

**MOTION (2015-02-27 ECUS-SCC Meeting)** that the recommended diploma modifications be endorsed as proposed – specifically (1) to increase the size of the master’s degree diploma from its current size matching that of a bachelor’s degree to the size of the terminal degree and (2) to add the designation of the major to the undergraduate diploma

**Other Significant Deliberation (Non-Motions):**

- Short summary of each issue that consumed a significant amount of committee time. Motion 1314.EC.001.B (SoCC Language Revisions of University Senate Bylaws)
- Service Recognition Policy Revisions
- Student Opinion Survey Policy
- Communication (Transparency in Committee Registry, President/Provost Reports disseminated early)
- Internal Audit of University Senate Processes, particularly with PPPM
- Tokens of Appreciation Awarded to Volunteers (Survey and Findings)

**Ad hoc committees and other groups:**

An ad-hoc committee was appointed during the 2013-14 academic year to plan a 2014 retreat. Work of this committee was completed during the Fall semester 2014.

<b>Ad hoc committee title</b>	Retreat Planning Committee
<b>Chair</b>	Susan Steele
<b>Members</b>	Angel Abney Cara Meade Amy Pinney Lyndall Muschell Barbara Roquemore Carter Shadden Heidi Fowler Nicole DeClouette Renee Fontenot Craig Turner Shaundra Walker

<b>Summary</b>	Work was completed via email and telephone communication. Retreat attendance was limited, with many citing conflict with other university events. Bus transportation was arranged at request of RSVPs, but not fully utilized.
<b>Recommendations</b>	<ol style="list-style-type: none"> <li>1. Continue providing an off campus retreat site</li> <li>2. Select a conflict-free date in collaboration with office of Academic Affairs</li> <li>3. Purchase 3 ring binders for documents that can be passed along, such as bylaws and guidelines rather than creating packets for each retreat.</li> <li>4. Use Academic Affairs Administrative Assistant to support retreat planning.</li> <li>5. Designate committee members to be primarily responsible for key activities <ol style="list-style-type: none"> <li>a. Planning food service (surveying attendees regarding dietary limitations and working with Rock Eagle staff to plan for meal(s) and snacks</li> <li>b. Agenda – development of the schedule for the day and coordination of presenters for each activity</li> <li>c. Handouts – compile necessary documents and handouts for distribution at registration</li> <li>d. Registration –arrive early to greet attendees, ensure proper room set-up and provide handout materials</li> <li>e. Transportation – investigate transportation needs (can go on the dietary survey) and plan for needs.</li> </ol> </li> </ol>

**Committee Reflections:**

*What worked well, what did not work so well. Given your charge, how did you spend your time?*

Worked Well

- Having ECUS and ECUS-SCC meeting consecutively at 2:00 and 3:30 respectively
- Steering items by email between ECUS meetings when there is consensus
- Collaborate and Consult with Standing Committee Chairs for key decisions
- Continue to assign point persons to recurring tasks to draft proposals for committee review and action

Other Considerations

**Committee Recommendations:**

*Advice to the membership of the committee for the next academic year such as:*

*Are there any issues that should be considered by this committee the following year?*

*Are there any issues that this year's committee was unable to complete its work on?*

*Do any of this year's committee actions require follow-up? (i.e. a policy was drafted, but there was a recommendation for a review of the policy during the following year.)*

*Recommendations on calendar (meeting times, outline items that you expect would be considered annually)*

Recurring Items: These are pretty well established for ECUS and include but are not necessary limited to

- Name University Senate Parliamentarian
- Standing Committee Officer Orientation (offer and implement at request of officers)
- Sub-Committee on Nominations: Appoint Chair, Appoint Committee Membership
- Elections Oversight of Elected Faculty Senators: Deans Letters, Election Procedures, Results
- At-Large Election: Procedure, Ballot, Results
- Selections Oversight with Staff Council, Student Government Association, Presidential Appointees
- Governance Calendar
- Governance Retreat Planning
- Oversight of Committee Organizational Meetings: Name Facilitators, Voting Proxies (if necessary)
- Set agenda of university senate meetings including motions from standing committees
- Review university senate minutes prior to dissemination for review by university senators
- Set Committee Annual Report Due Date and Template in consultation with standing committee chairs
- Recognitions of outgoing university senators, volunteers, officers, ECUS members

Continuing Consideration Topics

- USGFC Voting Member (lengthen the term of service? elect representative by university senate?)
- Electronic Presence of the University Senate (continue recasting with Enterprise Applications)
- Inventory university senate representatives to campus committees and task forces
- University Senate Budget (how it is used)
- Continue to Monitor Transition of Graduate Council and Its Relationship to University Senate
- Continue Consideration of whether or not to formally endorse AAUP Principles
- How best to receive updates from university senate representatives on task forces and committees
- Clarify with President/Provost attendance at ECUS and ECUS-SCC meetings, should ECUS meeting be only elected faculty senators so President/Provost need not duplicate reports? Can be valuable to have ECUS meetings informed by perspective of President and Provost
- Consider how much detail is necessary is standing committee chair report to ECUS-SCC, highlights or details? What is the purpose of ECUS-SCC meetings?
- How should university senate communicate with the university community?

**Recommend items for consideration at the governance retreat:**

*What type of activities and events might attract the most attendance? How can we ensure that volunteers as well as Senators know that they are invited?*

**Logistics**

- Continue to provide the university senate handbook.
- Breakout session by committee for committee time to set tentative agenda, operating procedures
- Breakout group consideration whenever possible, participants active rather than passive
- Mock university senate meeting session is good orientation to how a university senate meeting goes
- Continue to invite all members of the university senate committees, not exclusively university senators
- Continue online registration
- Reconsider transportation: is a bus really necessary
- Venue: Rock Eagle ok, Consider periodically an overnight retreat (like recent one to Callaway Gardens)
- Try to minimize or eliminate possible conflicts with university senate (schedule around assessment, common book meetings, department and college meetings, etc.)

**Topics**

- Selection Process for University Senate Officers: When done in conjunction with committee assignment, not as easy to consider multiple qualified candidates for Presiding Officer Elect and/or Secretary
- Selection of University System of Georgia Faculty Council (USGFC) Voting Representative: USGFC requested consideration of terms longer than one year to promote institutional memory and continuity on the USGFC
- Suggested Uses of University Senate Budget, Breakout Session
- Have the governance retreat participants prioritize the tentative agenda items for the retreat
- How should the university senate communicate with the university community? (circulate university senate meeting agenda, circulate motion summaries? circulate tentative agenda items of committees prior to standing committee meetings?, what information is essential to disseminate?)

**Appendix: Committee Operating Procedures**

The operating procedures for ECUS are archived at

[http://senate.gcsu.edu/sites/senate.gcsu.edu/files/2014-15\\_ECUS\\_OpProcs\\_FINAL.pdf](http://senate.gcsu.edu/sites/senate.gcsu.edu/files/2014-15_ECUS_OpProcs_FINAL.pdf)