



2022 Standing Committee Officer Training

Table of Contents

2022-23 University Senate , Standing Committee, and <i>ECUS with Standing Committee Chairs Meetings</i>	2
2023-24 University Senate Organizational Meeting.....	2
Highlights from 2021-22 and Items on the Horizon in 2022-23	2
Academic Policy Committee (APC).....	2
Diversity, Equity, and Inclusion Policy Committee (DEIPC).....	2
Faculty Affairs Policy Committee (FAPC)	3
Resources, Planning, and Institutional Policy Committee (RPIPC).....	4
Student Affairs Policy Committee (SAPC).....	4
Sub-Committee on Nominations (SCoN).....	4
Standing Committee Officer Training (elected officers of senate committees)	5
Standing Committee Officer Responsibilities	5
Standing Committee Chairs.....	5
Standing Committee Vice-Chairs.....	5
Standing Committee Secretaries.....	5
Responsibilities to be Assigned or Defined by the Committee	6
Pertinent University Senate Bylaws	6
Ongoing Committee Reminders	6
Standing Committee Scopes.....	7
Required Written Reports.....	7
Committee Chair to University Senate	7
Committee Annual Report.....	7
Standing Committee Chairs with Executive Committee	8
Purposes of Motions	8
University Senate Website Navigation.....	9
University Senate Management System: Log in with UNIFY username and password	9
Accessing and Utilizing the Motion Database	10
Accessing and Submitting Meeting Agenda through the File Repository.....	12
Submission of Minutes	14

2022-23 University Senate, Standing Committee, and *ECUS with Standing Committee Chairs Meetings*

- Friday 2 Sep 2022 2:00-3:15pm Standing Committees: APC, DEIPC, ECUS, FAPC, RPIPC, SAPC
- Friday 2 Sep 2022 3:30-4:45pm President's Conference Room: *ECUS with Standing Committee Chairs*
- Friday 16 Sep 2022 3:30-4:45pm Arts & Sciences 272: **University Senate**
- Friday 7 Oct 2022 2:00-3:15pm Standing Committees: APC, DEIPC, ECUS, FAPC, RPIPC, SAPC
- Friday 7 Oct 2022 3:30-4:45pm President's Conference Room: *ECUS with Standing Committee Chairs*
- Friday 21 Oct 2022 3:30-4:45pm Arts & Sciences 272: **University Senate**
- Friday 4 Nov 2022 2:00-3:15pm Standing Committees: APC, DEIPC, ECUS, FAPC, RPIPC, SAPC
- Friday 4 Nov 2022 3:30-4:45pm President's Conference Room: *ECUS with Standing Committee Chairs*
- Friday 18 Nov 2022 3:30-4:45pm Arts & Sciences 272: **University Senate**
- Friday 6 Jan 2023 2:00-3:15pm Standing Committees: APC, DEIPC, ECUS, FAPC, RPIPC, SAPC
- Friday 6 Jan 2023 3:30-4:45pm President's Conference Room: *ECUS with Standing Committee Chairs*
- Friday 20 Jan 2023 3:30-4:45pm Arts & Sciences 272: **University Senate**
- Friday 10 Feb 2023 2:00-3:15pm Standing Committees: APC, DEIPC, ECUS, FAPC, RPIPC, SAPC
- Friday 10 Feb 2023 3:30-4:45pm President's Conference Room: *ECUS with Standing Committee Chairs*
- Friday 24 Feb 2023 3:30-4:45pm Arts & Sciences 272: **University Senate**
- Friday 3 Mar 2023 2:00-3:15pm Standing Committees: APC, DEIPC, ECUS, FAPC, RPIPC, SAPC
- Friday 3 Mar 2023 3:30-3:15pm President's Conference Room: *ECUS with Standing Committee Chairs*
- Friday 24 Mar 2023 3:30-4:45pm Arts & Sciences 272: **University Senate**
- Friday 14 Apr 2023 2:00-3:15pm Standing Committees: APC, DEIPC, ECUS, FAPC, RPIPC, SAPC
- Friday 14 Apr 2023 3:30-4:45pm President's Conference Room: *ECUS with Standing Committee Chairs*
- Friday 28 Apr 2023 2:00-3:15pm Arts & Sciences 272: **University Senate** (NOTE 2pm meeting time)

2023-24 University Senate Organizational Meeting

- Friday 28 Apr 2023 3:30-4:45pm Arts & Sciences 272: **University Senate** Organizational Meeting, including Standing Committee Organizational Meetings

Highlights from 2021-22 and Items on the Horizon in 2022-23

Academic Policy Committee (APC)

1. The committee had discussions of various issues related to COVID, student self-plagiarism, SRIS, D2L time zone problems, academic freedom, faculty qualifications, student success as per the new faculty evaluation guidelines, and the student bill of rights and responsibilities.
2. The committee made no motions. APC made referrals of matters to other committees.
3. The committee recommended seeking student input on the code of conduct in the next year. This issue could be routed to SAPC in the coming year.

Diversity, Equity, and Inclusion Policy Committee (DEIPC)

1. This past year represented the first full year of work for this new Senate Committee. Due to the collaborative nature of DEIPC's work, the committee spent vital time reviewing the charge and scope of their work. The committee had discussions regarding the role of the committee in coordination with the incoming Associate Vice President for Inclusive Excellence and Chief Diversity Officer. Other deliberation included faculty, staff, and student diversity training; best practices in faculty and staff retention; intersections between other standing senate committees and the implementation of the Diversity

Action Plan; student body recruitment and retention policies; and accessibility as a key component of diversity and inclusion on campus.

2. The committee made one significant motion to endorse the four overarching goals of the Diversity Action Plan for Georgia College: Advancing Diversity and Inclusion 2022-2025. This motion was endorsed by University Senate and implemented by President Cox.
3. In the coming year, the committee anticipates exploring a Bias Response Team and how this could be part of the Georgia College context. The committee will also seek feedback on the nature of Diversity, Equity, and Inclusion (DEI) activities and/or events of OIE as part of annual evaluation processes for faculty and staff. The committee plans to continue to look at specific areas of accessibility and policies to increase accessibility of campus and online learning resources.

Executive Committee of the University Senate (ECUS)

1. The committee continued recurring activities such as holding the annual governance retreat; designating the Sub-committee on Nominations (SCoN); preparing and distributing agendas and minutes for ECUS, ECUS with SCC, and University Senate meetings; providing oversight of faculty senator elections and appointment of University Senate representatives to university-wide committees and task forces, etc.
2. The committee brought two motions which were both approved by University Senate and acknowledged by President Cox.
 - a. A Call for Increased Local Control of Campus Health and Safety Measures, Including Measures Necessary to Address COVID-19
 - b. Motion to approve the revised, updated university senate handbook

Faculty Affairs Policy Committee (FAPC)

1. The committee discussed and reviewed evaluations of teaching effectiveness and the fact that GC policy already requires that alternative means of assessment be used to supplement the SRIS. In addition, the committee discussed part-time faculty pay and faculty salary study. The committee was also asked to review the Progressive Discipline policy, but this will have to happen in the coming year.
2. The committee recommended three policy revisions, the most significant of which was the revision to the Faculty Evaluation Policies stemming from the BOR-USG Post-Tenure policy revisions. The committee also made revisions of the policy on faculty appointments, to ensure compliance with accreditation requirements, and simplified the extant research misconduct policies (by reaffirming the most robust extant policy and superseding the others) in order to ensure compliance with Federal research policy. The committee also passed resolutions to request greater local autonomy for the university in terms of mask mandates, and to request that the Board of Regents slow their process on faculty evaluation policy revisions in order to give a full hearing to faculty concerns and insights.
3. The committee made five motions as listed below. All were approved by University Senate and approved, acknowledged, and/or implemented by President Cox.
 - a. Request for Board of Regents to Permit Necessary Discourse and Study of its Proposed Changes to (1) Procedures for Dismissal of Faculty Members, (2) Institutions' Authority to Grant Tenure, & (3) Post Tenure Review & Annual Review Standards/Process (President Cox sent the motion to the BOR)
 - b. Motion to request local campus authority to require masks in the classroom
 - c. To revise the Qualifications for Faculty Appointments in the Faculty Handbook
 - d. Motion to revise the Policy on Research Misconduct
 - e. Motion to revise institutional faculty evaluation policies and procedures
4. Upcoming issues for the committee include

- a. A loose end exists from the faculty evaluation policy revisions: GC has never had a policy to allow for clock pauses for Post-Tenure Review, but now that Post-TR includes the possibility of “remedial action” such as termination and revocation of tenure, it is a high priority that a clock stoppage policy for faculty with extenuating circumstances is implemented. Such a policy could be modeled on several existing tenure-clock stoppage policies in the USG.
- b. Another policy that needs to be reviewed is the “Use of Faculty Review System.” Student success will need to be integrated and the standards will need to be aligned with the common Likert scale.
- c. The committee plans to check in with Lee Fruitticher to follow-up on the continuation of the full-time salary study and the possibility of adding part-time faculty to that study. The part-time faculty pay issue will be best addressed with input from administrators and chairs of the departments most impacted by shortages (esp. Music), ideally in conversation with one another.
- d. The committee will need to review the faculty evaluation issue and determine whether there is continued interest in the suggestion of an ad-hoc committee on the subject, or other approaches.
- e. The committee should meet with Carol Ward or a designee from HR to discuss the Progressive Policy document. At the least, the document should be revised to address confusing numbering discrepancies between the punishments listed on the first and subsequent pages. It may also be necessary to clarify that, for more serious repercussions such as termination, faculty are covered by more extensive policies which provide due process protections.

Resources, Planning, and Institutional Policy Committee (RPIPC)

1. The committee discussed the following on-campus issues: COVID-19 messaging, ADA accommodation and progress, 25-Live workflow. The committee also discussed issues with the OneUSG benefits Enrollment System Tobacco Surcharge and the Default Term Section in PAWS.
2. The committee made no motions.
3. The committee left a recommendation for the next academic year RPIPC to review the mandate and scope of RPIPC to make contributions most efficiently and effectively to the university.

Student Affairs Policy Committee (SAPC)

1. The committee assisted SGA with several concerns which included mental health and resilience of students, LGBTQ+ inclusion concerns, and campus safety concerns.
2. The committee made no motions.
3. The committee recommended following up with SGA about placing information cards about name preference in the HUB. Also, this information could be made more visible on the GC website under LGBTQ+ resources. In addition, SAPC policy states that the SGA president should be this committee’s secretary; this policy should be reviewed and possibly revised. Last year, even with intentional instructions, minutes were not completed.
4. The Student Academic Dishonesty policy from the Student Code of Conduct needs to be reviewed in reference to the current academic appeal process and procedures for academic misconduct appeal. This policy will also need to be updated to modern notification methods such as email. References to the Vice President/Dean of Faculties should be changed to Vice President of Academic Affairs/Provost.

Sub-Committee on Nominations (SCoN)

1. SCoN prepared apportionment of elected faculty senators based on the corps of instruction list from the Provost’s office. SCoN worked with the deans and library director on faculty senator elections for each college and the library and facilitated and oversaw the at-large faculty senator election. SCoN asked for

nominations for senate officers and volunteers for standing committees and university-wide committees. SCoN held an election between two elected faculty senator nominees for Presiding Officer Elect.

2. The sub-committee submitted two motions for a revised slate of nominees for 2021-22 university senate officers and university senate committee members, in September and January. The sub-committee also submitted a motion with the slate of nominees for 2022-23 university senate officers and university senate committee members in April. All three motions were approved by University Senate and acknowledged by President Dorman and President Cox, respectively.

Standing Committee Officer Training (elected officers of senate committees)

Standing Committee Officer Responsibilities

Standing Committee Chairs

- Eligibility: Elected Faculty Senators who are members of the standing committee
- Post standing committee meeting agendas to the Senate website. Email the [US secretary](#) written reports after ECUS-SCC and University Senate meetings.
- Bylaws Responsibilities:
 - Present Committee Report to University Senate at scheduled University Senate meetings (Article II, Sec 3.A.3)
 - Submit such reports to University Senate Secretary in appropriate format for minutes (Article II Section 3.I)
 - Transfer committee records to the following year's committee (Article IV, Sec 3.B)
 - Meet regularly with the Executive Committee and other chairs to facilitate communication (Article V, Sec 1.C.14)
 - Serve on the Subcommittee on Nominations (Article V, Sec 1.D.1.a)
 - Be notified by a committee member who is going on extended leave (Article II Section 3.H)
 - Be consulted by ECUS on due date and format of comprehensive annual report of committee (Article IV, Sec 2)
 - Be consulted by ECUS on steering any matter to a standing committee (Article V, Sec 1.C.4)
 - Other Responsibilities:
 - Be contacted by committee members extending regrets prior to the meeting
 - Others as defined by the committee

Standing Committee Vice-Chairs

- Eligibility: Any member of the standing committee
- Bylaws Responsibilities: None
- Other Responsibilities:
 - Assumes all duties and responsibilities of the Committee Chair in the absence of the Committee Chair
 - To be defined by the committee

Standing Committee Secretaries

- Eligibility: Any member of the standing committee
- Post standing committee meeting minutes to the Senate website.
- Bylaws Responsibilities: The secretary of the committee shall post the minutes of a committee meeting prior to the call to order of the next meeting of the committee. This includes minutes of any subcommittee or ad hoc committee that reports to it. (Article V, Section 2.B.3)
- Other Responsibilities:
 - Be contacted by committee members extending regrets prior to the meeting
 - To be defined by the committee

Responsibilities to be Assigned or Defined by the Committee

- Chairs or secretaries, please email the [US secretary](#) approved operating procedures and he will post them to the Senate website
- When a vacancy on the committee occurs, a replacement determined in same manner
- Scheduling meeting rooms, times, and dates for committee meetings
- Conducting meetings (preside at meetings)
- Conducting forums
- Supplying an agenda for committee meetings with electronic documentation
- **Establishing operating policies/procedures and filing with ECUS**
- Writing and submitting a comprehensive, written annual report
- Entering motions in the online motion database to get a motion on the floor of Senate
- Ad hoc committee registry form submission
- Advertising Meeting Times and Agenda to the University Community
- Promoting the Governing Concepts of the University Senate in order to increase the university community's capacity for shared governance

Pertinent University Senate Bylaws

- IV.Section3.A. Organizational Meetings. Within ten (10) calendar days of the spring organizational meeting of the incoming University Senate for the subsequent academic year, each of the incoming standing committees shall hold a meeting at which they elect committee officers in accordance with V.Section2.B.1. The Executive Committee shall designate a facilitator to both preside at this meeting and conduct the elections of the committee officers. Should there be any unfilled positions on the incoming committee, specifically members not known by name such as SGA appointees, Presidential Appointees named by title, etc., the Executive Committee shall name voting proxies for the elections of the committee officers from the pool of outgoing committee members.
- V.Section2.B.1. Officers. The members of a standing committee shall elect a chair, a vice-chair, and a secretary by secret ballot in accordance with IV.Section3.A. Only elected faculty senators are eligible to serve as the committee chair, but any member of the committee is eligible to serve as vice-chair or secretary. The chair, vice-chair, and secretary shall be elected for a period of one year. The chair, vice-chair, or the secretary may be reelected.

Ongoing Committee Reminders

- Options for **working groups**
 - subcommittees (requires bylaws change),
 - ad hoc committee (formal – Bylaws V.Section2.A.3.b. requires a charter in consultation ECUS)
 - information gathering group (informal)
- Be intentional on **sharing information with the entire University Community**. This might include the identification of particular committee members to share information with students, staff, faculty, administration.
- **Copy monthly committee meeting agenda** to standing committee chairs executive committee when distributing it to committee members to keep all in the information loop.
- **Upload monthly committee meeting agenda** to Senate website.
- At the end of each monthly meeting, consider having the secretary summarize the meeting (this allows committee members to clarify the draft minutes while the meeting is still “fresh” in their minds).
- At the end of each monthly meeting, consider setting tentative agenda of the following meeting.
- Consider **overflow meeting time** when drafting/revising committee operating procedures.

FYI: From 11-21-06 ECUS meeting: Suggested that for both the larger group and Standing Committees that when motions are made that someone other than the presiding officer (such as the Administrative Assistant or Past Presiding Officer) track and display in a prominent way the motion statement in the meeting room reflecting any amendments to a motion so that Senators or committee members are able to see the exact motion statements including amendments made from the floor during debate and when they vote on the motions.

Standing Committee Scopes

- V.Section2.C.1.b. Scope. The **Academic Policy Committee** shall review and recommend for or against policy relating to undergraduate and graduate education matters that have broad impact or implication to the university as a whole, which includes, but is not limited to, policies relating to grading, scholastic probation and honors, academic appeals, academic standing, standards for admission, academic calendar, and academic ceremonies. This committee also provides advice, as appropriate, on academic procedural matters at the institution.
- V.Section2.C.2.b. Scope. The **Diversity, Equity, and Inclusion Policy Committee** shall review and recommend for or against policy related to inclusion, equity, and diversity, which includes, but is not limited to, policies relating to all institutional aspects of equitable access, success, and education of the university community on issues of diversity, inclusion, state and federal laws regarding protected classes, and university language relating to non-discrimination and diversity. In addition, this committee shall review and provide advice on procedures, guidelines, and employee and student professional development relating to institutional climate and priorities for ensuring justice, fairness, and equitable treatment to all members of the university.
- V.Section2.C.3.b. Scope. The **Faculty Affairs Policy Committee** shall review and recommend for or against policy relating to faculty welfare (e.g. authorities, responsibilities, rights, recognitions, privileges, and opportunities), which includes, but is not limited to, policies relating to academic freedom, workload, compensation, recruitment, retention, promotion, tenure, recognitions, development, and instructional support. This committee also provides advice, as appropriate, on procedural matters that affect the welfare of the faculty.
- V.Section2.C.4.b. Scope. The **Student Affairs Policy Committee** shall review and recommend for or against policy relating to the general social, cultural, and practical welfare of students, which includes, but is not limited to, policies relating to non-academic areas such as conduct and discipline, grievances and non-academic appeals, financial aid, human services for students (e.g. health center, counseling), organizations, awards, intercollegiate athletics, and other extracurricular activities (e.g. Greek life, residence life, intramurals). This committee also provides advice, as appropriate, on procedural matters that affect the general social, cultural, and practical welfare of the students.
- V.Section2.C.5.b. Scope. The **Resources, Planning, and Institutional Policy Committee** shall review and recommend for or against policy relating to non-instructional personnel (including administrative personnel) and institutional budget and planning functions, which includes, but is not limited to, policies relating to recruitment, hiring, evaluation, welfare and development as well as compliance with local, state, and federal guidelines (e.g. affirmative action, ADA, homeland security), and institutional support functions of the university (e.g. technology, parking) In addition, this committee shall review and provide advice on master planning, strategic planning, and budgeting processes and provides advice, as appropriate, on other procedural matters that affect the general welfare of the institution and its employees.

Required Written Reports

Committee Chair to University Senate

- II.Section3.A.3. Reports. Each standing committee and the Executive Committee, through its duly elected chair, shall, at all regular meetings of the University Senate, make a brief oral report of business transacted by the committee since the previous meeting of the University Senate. In addition, II.Section3.I. applies to such reports.
- II.Section3.I. Reports. All reports given at a University Senate meeting shall be submitted in an appropriate format to the Secretary of the University Senate for inclusion in the minutes of that meeting.
- [Minutes Template](#)

Committee Annual Report

- IV.Section 2. Reports. The committees listed in V.Section2.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.

- [Annual Report Template](#)
- [Annual Reports Archive](#)

Standing Committee Chairs with Executive Committee



- V.Section1.C.14. Standing Committee Chairs Coordination. The Executive Committee shall meet regularly with the Standing Committee Chairs to facilitate communication among the committees of the University Senate.
- In practice, at the joint meetings of the Standing Committee Chairs with Executive Committee, each standing committee chair provides a brief oral report. While not formally required by bylaws, submitting those reports electronically (email or MSWord format) to ECUS secretary is desirable (to the ECUS Secretary).

Purposes of Motions

- To RECOMMEND a new policy
- To RECOMMEND revisions to an existing policy
- To RECOMMEND revisions to existing University Senate Bylaws
- To ENDORSE procedural recommendations (more of a resolution than a motion; outside purview)
- To ENDORSE a resolution

[University Senate Website](#) Navigation

University Senate Management System: Log in with UNIFY username and password



About	Meetings	Members	Committees	Resources	File Repository	Motions	Senator Database
-------	----------	---------	------------	-----------	-----------------	---------	------------------

About University Senate

- > Archive
- > Beliefs
- > Bylaws
- > Governance Calendar
- > Governing Concepts
- > Governance History
- > Handbook
- > Meeting Etiquette
- > Minutes Template
- > Parliamentary Procedure
- > Policy Template
- > Profile
- > Summary
- > Vision

User login


You will be redirected to the secure Unify login page.

Vision of the University Senate

*Approved by the University Senate, 29 Nov 2004
Approved by President Leland, 03 Dec 2004*

The University Senate envisions a university that celebrates an effective system of governance in which information is widely shared and understood, where every voice in the university community is heard and honored, and that actively involves all affected individuals in the decision-making process.

Log in



Accessing and Utilizing the Motion Database

Access Motion Database

Navigation menu: About, Meetings, Members, Committees, Resources, File Repository, **Motions**, Senator Database

About University Senate

- Archive
- Beliefs
- Bylaws
- Governance Calendar
- Governing Concepts
- Governance History
- Handbook
- Meeting Etiquette
- Minutes Template
- Parliamentary Procedure

Logged in via Unify as *chavonda.mills@gcsu.edu*.

Vision of the University Senate

[View](#) [Edit](#)

Approved by the University Senate, 29 Nov 2004
Approved by President Leland, 03 Dec 2004

The University Senate envisions a university that celebrates an effective system of governance in which information is widely shared and understood, where every voice in the university community is heard and honored, and that actively involves all affected individuals in the decision-making process.

Add New Motion

University Senate
Shaping the future through shared governance

Navigation menu: About, Meetings, Members, Committees, Resources, File Repository, Motions, Senator Database

Motions Database

Motions Menu

- Add New Motion**
- Actionable Motions
- My Motions
- View all motions
 - Motions by Status
 - Motions by Type

Motions Admin

- Manage Types

Search

Number, Title, Author, or Committee Abbreviation

Motion	Type	Author	Source Committee	Status	Last Update
[1516.CN.003.O] Slate of Nominees for 2016-2017 University Senate	Other	chavonda.mills@gcsu.edu	CON	Implementation Complete	07/20/2016
[1516.CAPC.023.C] Master of Education in Curriculum and Instruction Proposal	Curricular	angelabney@gcsu.edu	CAPC	Approved, Pending Review by USG/BOR	05/19/2016

Complete Motion Entry Form and Save

Create Motion

Motion Status *

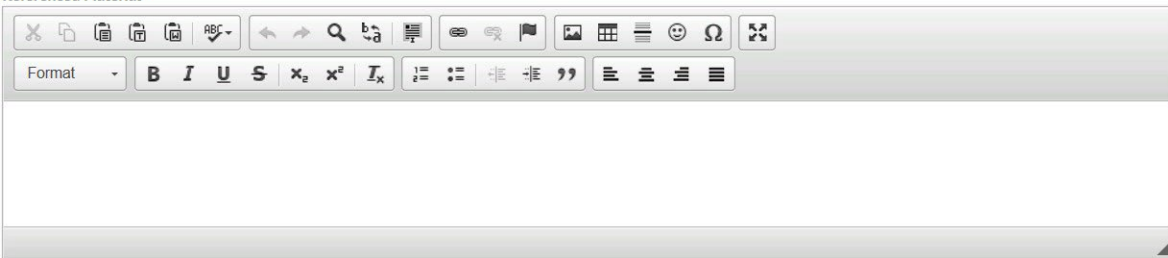
Title *

Source Committee *

The committee submitting the motion

Motion Type *

Referenced Material



A rich text editor interface with a toolbar containing icons for undo, redo, search, bold, italic, underline, strikethrough, link, unlink, list, indent, and other text formatting options. Below the toolbar is a large empty text area for entering the referenced material.

[Switch to plain text editor](#)

Existing Policies and Handbooks

Board of Regents Policy, Business and Finance Policy and Procedures, Employee Handbook, GCSU Academic Affairs Handbook, Graduate Catalog, Student Handbook, Undergraduate Catalog, USG Academic Affairs Handbook

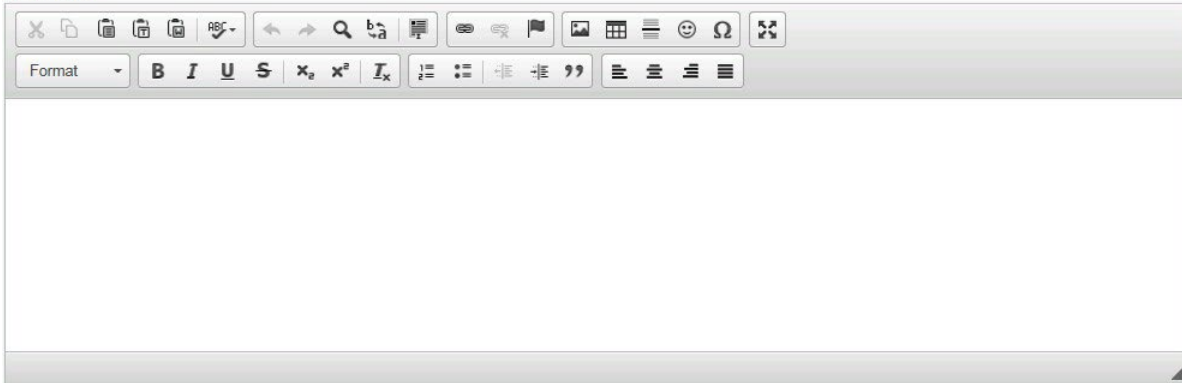
Supporting Documents

Add a new file

Files must be less than 2 MB.

Allowed file types: doc docx pdf xls xlsx ppt pptx jpeg jpg gif png txt rtf.

Motion Text *

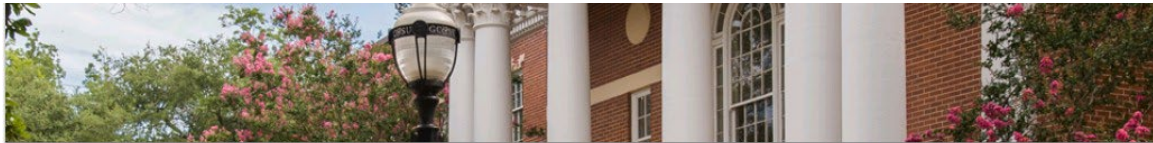


A rich text editor interface with a toolbar containing icons for undo, redo, search, bold, italic, underline, strikethrough, link, unlink, list, indent, and other text formatting options. Below the toolbar is a large empty text area for entering the motion text.

[Switch to plain text editor](#)

Accessing and Submitting Meeting Agenda through the File Repository

Access File Repository



Navigation menu: About, Meetings, Members, Committees, Resources, **File Repository**, Motions, Senator Database

About University Senate

- › Archive
- › Beliefs
- › Bylaws
- › Governance Calendar
- › Governing Concepts
- › Governance History
- › Handbook
- › Meeting Etiquette

Vision of the University Senate

[View](#) [Edit](#)

Approved by the University Senate, 29 Nov 2004
Approved by President Leland, 03 Dec 2004

The University Senate envisions a university that celebrates an effective system of governance in which information is widely shared and understood, where every voice in the university community is heard and honored, and that actively involves all affected individuals in the decision-making process.

Access File Repository

Select File Type, Public or Private

File Repository Menu

- › Add Public File
- › Add Private File

File Repository

The file repository aggregates all documents uploaded to the University Senate site into one searchable database.

Search:

Filter By Category:

Filter By Committee:

Title	Description	Document Date	Category	Committee	Download	Actions
Annual Report Template (MSWord)		09/01/2016	Resource	Senate	▼	Details Edit Delete
ECUS-SCC September 2, 2016	ECUS-SCC Meeting	09/02/2016	Agendas	ECUS	▼	Details Edit Delete

Add Public or Private File

Complete Create Document Form and Save

Create Document - Public

Title *

Description

Optionally enter a description for this document

Document Date

Date

Sep 2 2016

E.g., Sep 2 2016

Category

← **Select Document Category
For Example, Agendas**

Committee

Optionally associate a committee with this document. The document will then be shown both in the repository and on the committee's page.

Document *

This document will be public and can be seen by any person with a direct link to the file.

Files must be less than **2 MB**.

Allowed file types: **txt pdf doc docx rtf xls xlsx odt png jpg bmp**.

Save

Submission of Minutes

[Minutes Template](#)

Access Minutes




Navigation menu: About, **Meetings**, Members, Committees, Resources, File Repository, Motions, Senator Database

Left sidebar: About University Senate, Archive, Beliefs, Bylaws, Governance Calendar, Governing Concepts, Governance History

Red arrow points to 'Meetings' with text 'Access Meetings'.

Add Minutes



Left sidebar: Meeting Info, Agendas, Attendance Procedure, Meeting Etiquette Guidelines, Rules for Conducting Debate, Minutes, Archived Minutes, Meeting Dates, Meetings Admin, Add Minutes

Red arrow points to 'Add Minutes' with text 'Add Minutes'.

University Senate Attendance Procedure

[View](#) [Edit](#)

Approved by Standing Committee Chairs and ECUS members effective 19 September, 2006

Relevant Bylaw
II, Section 3.B.5.

Each University Senator is expected to attend every University Senate meeting. Each member of a senate committee is expected to attend every meeting of that committee. A report that contains an aggregation of the attendance records of committees and the University Senate shall be accessible to all members of the University Community in an appropriate format. Substitutes are not allowed to vote on any issue. A person who is on authorized leave for an extended period of time shall notify the Chair of the Committee to which the person has been elected, or the Chair of the Executive Committee, of his/her anticipated absence.

Attendance Procedure

When a member of the University Senate (US) or one of its committees (APC, CAPC, ECUS, FAPC, RPIPC, SAPC) is absent from a meeting, the absence will be coded as "Regrets" if the member has notified both the Secretary and Chair prior to the meeting time. This notification should be by email. Failure to make this notification will result in the absence being coded as "Absent".

Complete Meeting Record with Minutes Form

Create Meeting Record with Minutes

Meeting Date *

Date

E.g., Sep 2 2016

Meeting Location

Committee

For Senate meetings, please leave this field blank

Special Meeting

Comments

Minutes *

Files must be less than 2 MB.
Allowed file types: **txt doc docx pdf**.

Minutes Text

Format

B I U S **x_e x^a** **I_x** | **¶** | **☰ ☲ ☱** | **☺ ☹ ☲** | **☰ ☲ ☱**

[Switch to plain text editor](#)

Supporting Documents

Add a new file

Files must be less than 2 MB.
Allowed file types: **txt pdf doc docx rtf xls xlsx ppt pptx ppsx odt odp ods png jpg bmp gif**.