UNIVERSITY SENATE
GEORGIA COLLEGE & STATE UNIVERSITY

2023 Governance Retreat

Monday 14 August 2023

First United Methodist Church, 366 Log Cabin Rd NE, Milledgeville

Table of Contents

Agenda

Time	Event	Location	
8:45	Registration and Breakfast	Narthex	Chick-fil-A
9:00	Welcome and Introductions	Sanctuary	Rob Sumowski, Presiding Officer
9:05	Greeting and University Updates	Sanctuary	President Cox
9:35	Academic Affairs Updates	Sanctuary	Provost Costas Spirou
10:05	Student Affairs Updates	Sanctuary	Vice President Dan Nadler
10:20	Budget and Finance Updates	Sanctuary	Vice President Lee Frutticher
10:35	University Advancement Updates	Sanctuary	Vice President Dave Fraboni
10:50	Quality Enhancement Plan (QEP) Updates	Sanctuary	Cara Smith, Director of Institutional Effectiveness; Emily Jarvis, Asst VP Student Health & Wellbeing
11:05	Imagine 2030: Strategic Plan Updates	Sanctuary	Associate Provost Holley Roberts, Co-Chair; Diana Young, Associate Professor
11:35	New senator recognition (pins), welcome volunteers and appointees, and move to committee breakout rooms	Sanctuary	Rob Sumowski, Presiding Officer
11:40	Standing Committee Election of Officers and Introductions (Senators, Appointees, Volunteers)		ECUS/SCC Members
	APC	Room 2 (choir room)	Nicholas Creel, ECUS Member
	DEIPC	Room 5	Jennifer Flory, Past Presiding Officer
	FAPC	Room 4	Stephanie Jett, Chair
	RPIPC	Room 1	Brad Fowler, Chair
	SAPC	Room 8	Lamonica Sanford, ECUS Member
12:00	Lunch	Sanctuary	Stacked
1:00	Standing Committee Organizational Meetings and Book Talk (Senators, Appointees, Volunteers)	Same rooms as above	Rob Sumowski, Presiding Officer
1:45	Debrief from Committee Meetings (one committee priority for coming year and one take-away from the book)	Sanctuary	Cat Fowler, Presiding Officer Elect
2:00	Standing Committee Officer Training (elected officers of senate committees)	Sanctuary	Jennifer Flory, Past Presiding Officer

Governance Retreat Planning Committee

Rob Sumowski, chair
Jennifer Flory
Alex Blazer
Catherine Fowler
Desaree Murden

with many thanks to Rhonda Griffin and Tracy Norris

2023-2024 University Senate Standing Committees

ECUS	APC	DEIPC	FAPC	RPIPC	SAPC
Cox, Cathy (Pres)	+Allen, Andrew	+Christensen, Mikkel	+Croft, Nahali "Holly"	+Cazacu, Rodica (co-chair)	+Cross, Paulette
Spirou, Costas (CAO)	+Domingue, Donovan	+DuPree, Helen	+Jett, Stephanie (chair)	+Fowler, Brad (chair)	+Glotzbecker, Gregory
+Sumowski, Rob (Chair)	+Kirven, Lee	+Evans, Kerry James	+Milnes, Matthew	+Warren, Talecia	+Norris-Taylor, Joyce
+Fowler, Catherine (Chair-Elect)	+Lamparello, Adam	+Khalajhedayati, Mehrnaz	+Richardson, Frank	+Whittle, Benjamin	+Pinney, Amy
+Blazer, Alex (Secretary)	+Muschell, Lyndall	+Toomey, Natalie	+Rosado, Peter	Mizelle, Nancy	Carpenter, Kell
+Sanford, Lamonica	+Swinton, John	+Trujillo, Sandra	+Smith, John Marshall	Murden, Desaree	Hilly, Connor
+Creel, Nicholas	+Viscarra, Eryn	+Welborn, Trae	+*Wang, Huaiyu	Shepherd, Alison	Finney, Nancy
+Flory, Jennifer (Chair Emerita)	Stewart, Robert	Snowden, Michael	+Wilhau, Aric	Jackson, John	Whatley, Sarah
	Claxton, Gregory	Ward, Carol	Osobov, Olha	Fruitticher, Lee	Willingham, Izzy
	Gorzelany-Mostak, Dana	Francisco, Javier	Weese, David	Kerr, Susan	Davis, Matthew
	*Fakayode, Sayo	Amezquita, Christine	Clark, Chris	Endere, Josefina	TBD (SGA)
	TBD (CoHS)	Mayweather, Nadirah	Tripp, Winston	TBD (SGA)	TBD (SGA)
		TBD (SGA)			

+Elected Faculty Senator: 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.   *Indicates regrets received

Standing Committee Election of Officers and Introductions (11:40 am)

Committee	Location	Facilitator
APC	Room 2 (choir room)	Nicholas Creel, ECUS member
DEIPC	Room 5	Jennifer Flory, Past Presiding Officer
FAPC	Room 4	Stephanie Jett, Chair (elected 4/28/23)
RPIPC	Room 1	Brad Fowler, Chair (elected 4/28/23)
SAPC	Room 8	Lamonica Sanford, ECUS member

Tasks

1. If not already accomplished, elect chair, vice-chair, and secretary (secretary will take notes that can later be archived).

Lunch (12:00 pm)

Standing Committee Organizational Meetings and Book Talk (1:00 pm)

Committee	Location	Facilitator
APC	Room 2 (choir room)	TBD, Chair (elected 8/14/23)
DEIPC	Room 5	TBD, Chair (elected 8/14/23)

FAPC	Room 4	Stephanie Jett, Chair (elected 4/28/23)
RPIPC	Room 1	Brad Fowler, Chair (elected 4/28/23)
SAPC	Room 8	TBD, Chair (elected 8/14/23)

Tasks
1. Review the 2022-2023 Annual Report for items requiring follow up in the 2023-2024 term.
2. Brainstorm emergent issues requiring standing committee oversight and/or policy recommendation during the 2023-2024 term.
3. Establish Committee Operating Procedures for 2023-2024 senate term: last year's operating procedures are in the annual report, and these may be adopted with minor revisions.
4. Set meeting place for standing committee meetings and file with Executive Committee.
5. Book Discussion
   a. How does *Learning with Others* define and illustrate collaborative learning?
   b. Generally speaking, what are some kinds of collaborative learning processes that Georgia College already does and/or does well as an institution? What are the limits of collaborative learning for our institution, or in what ways does the idea not apply to our institution?
   c. Given the committee scope, what are some areas of the institution that could potentially benefit from collaborative learning processes?
6. Prepare one committee priority for the coming year and one take-away from the book for the Debrief.

Debrief from Committee Meetings (1:45 pm)

Each committee chair will report out one committee priority for the coming year and one take-away from the book: APC, DEIPC, FAPC, RPIPC, and SAPC.

Standing Committee Officer Training (2:00 pm)

See separate packet.

Orientation to University Senate (for your reference)

2023-2024 **University Senate**, <u>Standing Committee</u>, and *ECUS with Standing Committee Chairs Meetings*
- Friday 1 Sep 2023 2:00-3:15pm <u>Standing Committees</u>: APC, DEIPC, ECUS, FAPC, RPIPC, SAPC
- Friday 1 Sep 2023 3:30-4:45pm Parks 301: *ECUS with Standing Committee Chairs*
- Friday 15 Sep 2023 3:30-4:45pm Arts & Sciences 272: **University Senate**
- Friday 6 Oct 2023 2:00-3:15pm <u>Standing Committees</u>: APC, DEIPC, ECUS, FAPC, RPIPC, SAPC
- Friday 6 Oct 2023 3:30-4:45pm Parks Hall 301: *ECUS with Standing Committee Chairs*
- Friday 20 Oct 2023 3:30-4:45pm Arts & Sciences 272: **University Senate**
- Friday 3 Nov 2023 2:00-3:15pm <u>Standing Committees</u>: APC, DEIPC, ECUS, FAPC, RPIPC, SAPC
- Friday 3 Nov 2023 3:30-4:45pm Parks Hall 301: *ECUS with Standing Committee Chairs*
- Friday 17 Nov 2023 3:30-4:45pm Arts & Sciences 272: **University Senate**
- Friday 5 Jan 2024 2:00-3:15pm <u>Standing Committees</u>: APC, DEIPC, ECUS, FAPC, RPIPC, SAPC
- Friday 5 Jan 2024 3:30-4:45pm Online: *ECUS with Standing Committee Chairs*
- Friday 19 Jan 2024 3:30-4:45pm Arts & Sciences 272: **University Senate**
- Friday 9 Feb 2024 2:00-3:15pm <u>Standing Committees</u>: APC, DEIPC, ECUS, FAPC, RPIPC, SAPC
- Friday 9 Feb 2024 3:30-4:45pm Parks Hall 301: *ECUS with Standing Committee Chairs*
- Friday 23 Feb 2024 3:30-4:45pm Arts & Sciences 272: **University Senate**
- Friday 1 Mar 2024 2:00-3:15pm <u>Standing Committees</u>: APC, DEIPC, ECUS, FAPC, RPIPC, SAPC
- Friday 1 Mar 2024 3:30-3:15pm Parks Hall 301: *ECUS with Standing Committee Chairs*
- Friday 15 Mar 2024 3:30-4:45pm Arts & Sciences 272: **University Senate**
- Friday 5 Apr 2024 2:00-3:15pm <u>Standing Committees</u>: APC, DEIPC, ECUS, FAPC, RPIPC, SAPC
- Friday 5 Apr 2024 3:30-4:45pm Parks Hall 301: *ECUS with Standing Committee Chairs*
- Friday 26 Apr 2024 2:00-3:15pm Arts & Sciences 272: **University Senate** (NOTE: 2 pm meeting time)

2024-2025 **University Senate** Organizational Meeting

- Friday 26 Apr 2024 3:30-4:45pm Arts & Sciences 272: **University Senate** Organizational Meeting, including <u>Standing Committee</u> Organizational Meetings

WHO is on the University Senate?

The <u>Members</u> page provides the current membership roster of the University Senate while the <u>Online Senator Database</u> provides membership rosters of the university senate and its committees.

The University Senate is a faculty governance body consisting of fifty (50) members including the University President who serves as an ex-officio non-voting member, the Chief Academic Officer who serves as an ex officio non-voting member, thirty seven (37) elected faculty senators, four (4) staff members selected by Staff Council, two (2) student members selected by the Student Government Association, and four (4) members that are appointed by the University President. The University Senate elects one of its current elected faculty senator members to serve for a one year term as Presiding Officer.

WHAT does the University Senate do?

The University Senate is endowed with all the legislative powers and authority of the University Faculty by the institutional statutes, and exists to promote and implement effective shared governance at the university. It is expressly charged with recommending academic and institutional policy subject to the approval of the University President.

In addition to its policy recommending responsibility, the University Senate serves in an advisory role to the administration, particularly in the implementation of policy or improvement of processes that have broad institutional impact or implications, including but not limited to planning and budgetary processes. The University Senate strives to be mindful and respectful of matters that are more appropriately handled by the academic units (college, school, department, etc.) and divisions, yet may make recommendations concerning matters within these areas that have broader institutional impact or implications.

WHAT are the responsibilities and expectations of a University Senator?

- Responsibility to proactively seek out information and issues relevant to the standing committee on which you serve.
- Expectation to read information and supporting documents for motions PRIOR to the university senate meeting at which they will be considered. Note: This information is accessible via the <u>online motion database</u>.
- Expectation to prepare for committee meetings as defined by your committee operating procedure.
- Expectation to communicate with constituency, distribute information to and seek feedback from the individuals you represent.
- Right to speak, debate, and vote on the issues and motions that come before your committee or the University Senate.
- Request to gain familiarity with the University Senate web page at https://senate.gcsu.edu
- Request to extend "Regrets" to committee Chair and Secretary when anticipating absence from a meeting. Note: Failure to make this notification may result in the absence being coded as "Absent."
- Who do I represent? (Constituency)
  - The thirty-seven Elected Faculty Senators (EFS) represent those who elected them.
  - The four Selected Staff Senators represent the staff.
  - The two Selected Student Senators by Student Government Association (SGA) represent the students.
  - The five Presidential Appointees and University President do not have a clearly defined constituency.
  - Ideally, all University Senators should work together to promote the best interest of the University.
- What meetings/functions am I expected to attend?
  - Annual Governance Retreat
  - Monthly University Senate meetings
  - Monthly committee meetings of which you are a member
- What committee(s) will I serve on?
  - Appointees (president, student, staff) and designees (executive officers) are named by the relevant constituencies. Elected faculty senators are invited to express preference for committee service following elections. The Subcommittee on Nominations prepares a slate of nominees for the committees based on those considerations. The slate is voted on each year at the organizational meeting of the University Senate.

WHEN did the University Senate begin?

A transition from a faculty senate to a university senate occurred between 2000 and 2002. While the faculty senate was populated exclusively by faculty, the university senate was designed with the intent of promoting a shared sense of purpose and collaboration among faculty, staff, students, and administrators. The ideals of shared information, transparent decision-making, and collegiality guide its continued development. The university senate also has an official Governance History found in the [University Senate Handbook](#).

WHAT is the committee structure of the University Senate?

- The [ACADEMIC POLICY COMMITTEE (APC)](#) 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.
- The [DIVERSITY, EQUITY, and INCLUSION POLICY COMMITTEE (DEIPC)](#) shall review and recommend for or against policy related to inclusion, equity, and diversity.
- The [EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)](#) is a faculty advisory body to both the University President and the Provost and serves as the Steering Committee of the University Senate.
- The [FACULTY AFFAIRS POLICY COMMITTEE (FAPC)](#) shall review and recommend for or against policy relating to faculty welfare (e.g. authorities, responsibilities, rights, recognitions, privileges, and opportunities).
- The [RESOURCES, PLANNING, AND INSTITUTIONAL POLICY COMMITTEE (RPIPC)](#) shall review and recommend for or against policy relating to non-instructional personnel (including administrative personnel) and institutional budget and planning functions.
- The [STUDENT AFFAIRS POLICY COMMITTEE (SAPC)](#) shall review and recommend for or against policy relating to the general social, cultural, and practical welfare of students.

WHAT are the primary responsibilities of the committees?

- Default – Disposition of US business through committees unless the US approves by two-thirds majority vote to act as a committee of the whole.
- Committee charge: seek out and identify concerns within its area
- Three Committee Functions
    o develop recommendations for new policy
    o develop recommendations that revise existing policy, and
    o serve in advisory role
- Two types of subcommittees
    o Permanent Subcommittee
        ▪ Creation considered at request of committee, ECUS, or US
        ▪ SCoN nominates membership including at least 2 University Senators
        ▪ US elects voting membership & designates standing committee to which this permanent subcommittee reports
    o Ad hoc Committee (Temporary)
        ▪ Creation at request of committee, ECUS, or US and this group shall name the membership including at least two Senators noting that all university community members are eligible to serve,
        ▪ Charter (charge, timeline, membership) filed with ECUS
        ▪ Chair (must be a University Senator), Vice-Chair, Secretary selected by the membership of the ad hoc committee at its first meeting
        ▪ Ad hoc committees cease to exist at the completion of the task or at the end of academic year, whichever comes first.
    o Committee Report made by Chair at each University Senate Meeting (filed electronically)
    o Committee Business
        ▪ Types: Policy, Information, Concern
        ▪ Who can initiate
            • Any committee member
            • The Executive Committee (ECUS) in its steering function
            • Chief Academic Officer
            • University President
            • Written request to ECUS with at least three senator signatures
        ▪ Quorum – A majority of the membership (Robert's Rules) (at least seven of the thirteen members)

- Who can vote at the committee meetings? All committee members including non-Senator members (those committee members not also on University Senate) are voting members of the committee unless explicitly designated as a non-voting member of the committee in the bylaws.

HOW can a member of the faculty serve on the University Senate or a University Senate committee?

The eligibility requirements to be nominated to serve as an Elected Faculty Senator are
- Membership in the Corps of Instruction, meaning full-time status at the rank of Professor, Associate Professor, Assistant Professor, Instructor, Senior Lecturer, or Lecturer, and
- The completion of at least two years of service at the university at the beginning of the fall semester following their election as an elected faculty senator.

In addition, there are Non-Senator positions on the standing committees available for Corps of Instruction faculty not presently serving on the University Senate.

With WHOM can I consult if I have specific questions?

- Committee Officers (Chair, Vice-Chair, Secretary)
- Executive Committee
- Other University Senators

University Senate website

University Senate Bylaws

University Senate Handbook

Mission
- Shaping the Future through Shared Governance

Vision
- 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.

Beliefs
- Faculty, staff, students and administrators will interact with mutual respect and will value input, rational discussion and respect for each person's position or place at the University.
- All governance, planning, and decision making should encourage all interested and affected parties to be included.
- The existing rules, regulations, policies and procedures of Georgia College & State University should be clearly defined, supported, adhered to, and widely distributed among faculty, staff, students and administrators.
- Everyone shall have the right to participate in the governance of the University and shall have the right to be heard, without repercussion, regardless of position, rank, or level of authority.
- Faculty, staff, administrators and students share responsibility for the education and development of life-long learning opportunities at the University.
- Georgia College & State University will have a stable structure of governance that is flexible and includes a process for review and revision.

Governing Concepts
- The governing concepts of the University Senate listed below serve as ideals for shared governance and provide a means by which shared governance can be periodically assessed.
  - Shared Sense of Purpose
  - Collegial Leadership
  - Transparent Decision Making
  - Investment in Shared Governance
  - Shared Information
  - Positive Motivators
  - Adequate Resources

[Meeting Etiquette Guidelines](#)

Operational Definitions
- Policy: A policy is a statement of record that governs the conduct of the university community and/or embodies a general principle that guides university affairs.
- Procedure: A procedure is a written statement intended to accompany a policy and promote its consistent implementation. Adherence to procedure is a means of standardizing policy implementation.
- Motion: A motion is a formal proposal, ideally expressed in writing, placed before an assembly for consideration, that, if adopted, advances to the next level.
- Resolution: A resolution is a body's formal expression of a position, preference, will, or intention, made usually after voting, for distribution to person(s) external to the body.
- Concern: A concern is a matter that engages a person's attention, interest, or care, or that affects a person's welfare or happiness.
- Information Item: An information item is a statement or document that provides context or illuminates a point under consideration.
- Guideline: Guidelines suggest how policies should be accomplished and represent the recommended course of action. A guideline is a suggestion for the development or implementation of policy or procedure.
- Practice: A practice is a customary way of operating or behaving.
- Exhibit: An exhibit is a written statement presented for consideration, such as supporting documents or forms.

[Proposal Submission Checklist](#)

[Policy Template](#)

[Motion Flow Checklist](#)

[Rules for Conducting Debate](#)

[Parliamentary Procedure](#)

[Robert's Rules Cheat Sheet](#)

[Governing History](#)

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[University Senate Committees](#)

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