Template of University Senate Committee Annual Report

Due Date: Submit in Word format to senate@gcsu.edu <mark>no later than 5:00 p.m. on Wednesday 10 May 2023</mark>

Note: This report should represent consensus of the entire committee and serve as a historical record of committee deliberations over the academic year.

Committee Name: Academic Policy Committee

Academic Year: 2022-2023

Committee Charge:

V.Section2.C.1.a. Membership*. The Academic Policy Committee shall have no fewer than eleven (11) and no more than thirteen (13) members distributed as follows: no fewer than nine (9) and no more than eleven (11) members selected from the Corps of Instruction faculty, at least seven (7) of whom are elected faculty senators, one (1) member who is the Chief Academic Officer or an individual appointed by the Chief Academic Officer to serve as a designee in compliance with V.Section2.C, and one (1) member appointed by the University President in compliance with II.Section1.A.5.*

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, general university degree requirements, educational processes, academic calendar, academic assessment, and academic ceremonies. This committee also provides advice, as appropriate, on academic procedural matters at the institution which includes, but is not limited to, academic assessment and those matters relating to the educational process.*

Committee Calendar:
Senate Retreat August 8, 2022
September 2, 2022
October 7, 2022 (canceled – no discussion items)
November 4, 2022
January 6, 2023 (via zoom)
February 10, 2023
March 3, 2023
April 14, 2023 (canceled – no discussion items)

Executive Summary:
Topics of discussion:
- *Double Bobcats Pathway: APC assisted with reviewing and approving language of the Pathway. We put forth a motion to the senate to adopt this pathway as university policy. It was voted in.*
- *Proposal to draft a resolution to USG to make GCSU test optional for next academic year: APC discussed drafting a resolution; however, the president and provost were already on this topic and discussing with USG, we decided to table this discussion unless specifically called upon to submit such document. We were not requested to send a document to USG in support of being test optional*
- *DEIPC collaboration on syllabus statement inclusion on diversity & inclusion: A DEIPC representative visited 2 APC meetings, and an APC representative visited 1 DEIPC meeting to discuss the DEIPC proposed language for a syllabus statement inclusion. DEIPC requested APC cosponsor a motion to the senate to make their policy included in the list of required syllabus statements. Although APC supports the effort and recognizes this is an important issue, we felt as written it was not a statement that*

belonged in a syllabus statement and therefore voted to not cosponsor the motion. We provided additional suggestions for how to disseminate this information in other meaningful ways.

- *Reviewed all syllabus statements: APC reviewed the current required syllabus statements for clarity and also to see if any were outdated, needed revisions, or could be eliminated. We determined all existing syllabus statements were important to remain included and did not require any revisions.*
- *Artificial intelligence concerns: APC discussed the concern of AI, specifically surrounding the plagiarism policy. We consulted with university counsel for legal guidance on amending the plagiarism policy; however, we were encouraged to wait on any USG guidance related to this emerging topic. As such, we did not make any suggestions for amendments.*

Committee Membership and Record of Attendance:
Sarah Myers: chair
Benjamin "Chad" Whittle: vice chair
David Zoetewey: secretary
Identify all members of the committee, clearly indicate committee officers (Chair, Vice Chair, Secretary), and status of each member (Senator, non-Senator, student) along with a record of each member's attendance. Note: this may be available as a download from the online senator database.

Academic Policy Committee 2022-2023			Meeting Dates						Canceled Meetings	
Member Name	Position	Senate Member	8/8/22	9/2/22	11/4/22	1/6/23	2/10/23	3/3/23	10/7/22	4/14/23
Sarah Myers	Chairperson	Yes	Yes	Yes	Yes	Yes	No	Yes		
Benjamin Whittle	Vice-Chairperson	Yes	Yes	Yes	Yes	Yes	Yes	No		
David Zoetewey	Secretary	No	Yes	Yes	Yes	Yes	No	Yes		
Benjamin Clark		Yes	Yes	No	Yes	No	No	Yes		
Donovan Domingue		Yes	Yes	Yes	Yes	Yes	Yes	No		
Lyndall Muschell		Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Mariana Stoyanova		Yes	Yes	No	No	Yes	Yes	Yes		
John Swinton		Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Diana Young		Yes	Yes	No	No	Yes	Yes	Yes		
Andrew Allen		No	Yes	Yes	Yes	Yes	Yes	Yes		
Dana Gorzelany-Mostak		No	Yes	Yes	Yes	Yes	Yes	Yes		
Alesa Liles		No	Yes	No	Yes	Yes	Yes	No		

Motions brought to the Senate floor:
Motion Number: 2223.APC.001.P
Source Committee: Academic Policy Committee
Motion Status: Implementation in progress (as of 4.27.23)
Motion Type: Policy Recommendation

Motion Text:
Motion to endorse policy recommendation regarding the Double Bobcats Pathway.

Proposed policy language: "Students admitted to an approved Double Bobcat pathway may take up to 12 semester hours of pre-approved graduate credit as an undergraduate student and apply the credit to both the undergraduate and graduate degree requirements."

The origin of this policy began with the Graduate School and has been reviewed thus far by multiple graduate coordinators, the Graduate Council, and APC. We hope this new policy (attached) will provide a structured pathway, as the current policy does not have universal structure. Furthermore, the new policy would allow an increase of credits for completion within the pathway from a maximum of 6 credits to a maximum of 12 credits which can help students from a financial perspective as they work toward a graduate degree given the Hope Zell scholarship can pay for these courses during undergraduate coursework. Since the graduate credits would be nontransferable to other institutions, the adoption of this pathway into policy will help with retention of our

Georgia College undergraduate students into our graduate programs. It will also help us remain competitive with other universities in Georgia as many already offer similar programs (UGA, for example). Adopting policy for this pathway will make the process more visible across campus and assist with transparency to advisors, students, parents, and faculty.

Committee Vote to move motion to Senate: unanimous
Senate Vote: Motion 2223.APC.001.P was APPROVED by voice vote with no additional discussion and with no dissenting voice and only elected faculty senators eligible to vote.

Other Significant Deliberation (Non-Motions):
None

Ad hoc committees and other groups:
None

Committee Reflections:
What worked well: meeting agendas, minutes, and other supporting documentation were provided to the committee in a timely manner, meetings were time efficient, members of APC were willing to sit in on other committee's meetings as well as inviting external university representatives as needed to engage in collaborative discussions. There was a good mix of new and returning senators on the committee which was helpful in providing guidance to the nuances of governance as all 3 executive members of the committee (chair, vice chair, secretary) were all new senators.

What could use improvement: At this time there are no suggestions for improvement. The committee worked well together this year and was able to address all topics we were charged as well as being proactive in addressing additional areas of concern.

Committee Recommendations:
Advice to the membership of the committee for the next academic year such as: Secure the meeting location for all scheduled meetings early. Be sure to allow all voices that wish to speak to be heard.
Are there any issues that should be considered by this committee the following year? No
Are there any issues that this year's committee was unable to complete its work on? No
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.) No
Recommendations on calendar (meeting times, outline items that you expect would be considered annually): None

Recommend items for consideration at the governance retreat: *None*

Appendix: Committee Operating Procedures
The committee elected to retain the operating procedures from the previous year:

"In terms of SOP, the committee agreed to keep meetings rather informal, except for votes on policies. APC is composed of 13 members, so there will need to be 7 members present to establish a quorum. To conduct committee business. Other SOP items of committee agreement were to bring up agenda items early; to be respectful of when meetings begin and end; to require approval of extended time at regularly scheduled end of an APC meeting; require consensus before new items for discussion are brought to the attention of ECUS; and when possible, to invite guests to clarify information related to committee discussions."

We also acknowledged that US operating procedures permit for electronic discussion of items if achieving and maintaining a quorum becomes difficult.

2021-2022 Annual Report, DEIPC

Officers:
Linda Bradley, Chair
James "Trae" Welborn, Vice-Chair
Liz Speelman, Secretary

Committee Charge:
Relevant Bylaws:

- **V.Section2.C.2.a.** *Membership*. The Diversity, Equity, and Inclusion Policy Committee shall have exactly thirteen (13) members distributed as follows: seven (7) members selected from the Corps of Instruction faculty, at least six (6) of whom are elected faculty senators, one (1) member who is the Chief Diversity Officer or an individual appointed by the Chief Diversity Officer as a designee in compliance with V.Section2.C, one (1) member who is the Director of Human Resources or an individual appointed by the Director of Human Resources to serve as a designee, one (1) member who is the Director of Admissions or an individual appointed by the Director of Admissions to serve as a designee, one (1) member who is a staff member appointed by a process determined by Staff Council, one (1) member who is a student appointed by a process determined by the Student Government Association, and one (1) member appointed by the University President in compliance with II.Section1.A.5.
- **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.

Committee Calendar:
DEIPC met on the following dates:
8/8, 9/2, 10/7, 11/4, 1/6, 2/10, 3/3, 4/14

Executive Summary:
The 2022-2023 academic year represented the second year of work for this new Senate Committee. The policy motion from this year was Senate Motion Number: 2223.DEIPC.001.P, entitled GCSU Syllabus Statement on Diversity, Equity, and Inclusion. The motion was amended to "To add the attached GCSU Syllabus Statement on the Registrar's website as a Recommended Syllabus Statement. In addition, the wording "classroom" was revised to "learning environment". Implementation was noted as "in progress" then "other" on June 7, 2023. See the final statement below:

Georgia College & State University Statement on Diversity, Equity, and Inclusion

Georgia College & State University recognizes that diversity, equity, and inclusion are essential to our core values of reason, respect, and responsibility. We strive to achieve inclusive excellence in the composition of our community, our educational programs, university policies, research and scholarship, campus life, employment practices, co-curricular activities, and community outreach. We believe that a welcoming and inclusive learning environment that fosters a sense of belonging by valuing diversity of intellectual thought, experiences, and identifications is essential to this goal. Further information and support are available through the Office of Inclusive Excellence located in 108 Parks Hall at 478-445-4233 or oie@gcsu.edu.

Committee Membership and Record of Attendance:

8/8, 9/2, 10/7, 11/4, 1/6, 2/10, 3/3, 4/14

Member	9/2/22	10/7/22	11/4/22	1/6/23	2/10/23	3/3/23	4/14/23
Emmanuel Beasley	NA	NA	NA	NA	P	P	R
Linda Bradley	P	P	P	P	P	P	P
Kell Carpenter	NA	NA	NA	NA	P	P	P
Mikkel Christensen	R	P	P	P	P	R	P
Javier Francisco	A	P	P	R	P	R	P
Jennifer Graham	P	P	P	P	P	P	R
Leng Ling	P	R	P	R	P	P	R
Nadirah Mayweather	P	P	R	P	P	P	R
Desaree Murden	A	A	A	R	P	P	R
Liz Speelman	P	P	P	P	R	P	P
Sandra Trujillo	P	R	P	P	R	P	P
James "Trae" Welborn	P	R	P	P	P	R	P

Please note Emmanuel Beasley and Kell Carpenter were assigned to serve on DEIPC after January 2023. Emmanuel was the designated SGA representative. Meeting times for Senate Committees overlap SGA regular meetings; thus, when unable to attend, Emmanuel designated another student representative.

Meeting Dates

8/8, 9/2, 10/7, 11/4, 1/6, 2/10, 3/3, 4/14

Motions brought to the Senate floor:
Motion Number: 2122.DEIPC.001.R
Source Committee: Diversity, Equity, and Inclusion Policy Committee
Motion Status: Implementation Complete
Motion Type: Resolution

Other Significant Deliberation (Non-Motions):
- Exploring bias response and supports for students, faculty and staff.
- Policies related to diversity training for faculty, staff, and students. How might these policies foster a climate where stakeholders engage, discuss, think, and speak with inclusive understandings?
- Retention policies that support best practices for students, staff, and faculty.
- Accessibility as a key component of diversity and inclusion on campus.

Ad hoc committees and other groups:
None

Committee Reflections:
The members of this committee have been exceptionally hard-working and engaged, committed to the work of supporting policies that bring greater inclusivity to Georgia College.

Committee Recommendations:
Next year, the committee will have opportunities to explore some of the following topics:
- Policies regarding recruitment and hiring of faculty and staff related to diversity
- Graduate student inclusion through campus life. There is a large disconnect for graduate students to the institution – specifically in the area of campus life. What policies might provide clearer communication for graduate students, on campus and online?
- Retention numbers – Chris Ferland
- Accessibility issues related to infrastructure – e.g., black painted railings that are too hot to hold in summer.
- Syllabus statements and course community– Jim Berger has some suggestions
- Pregnant and Parenting Students – new information coming down from Title IX

Recommend items for consideration at the governance retreat:
See above: The committee will need to elect officers for the 2023-2024 year. We want to ensure the opportunity of all committee members to participate in the process.
Appendix: Committee Operating Procedures

2023-2024 DEIPC OPERATING PROCEDURES
DEIPC meets on campus, most often in Parks Hall 108 following Georgia College's Governance Calendar. Procedures include informal discussion process. All official votes will follow Robert's Rules of Order.

Relevant University Senate Bylaws
- **V.Section2.C.2.a.** *Membership*. The Diversity, Equity, and Inclusion Policy Committee shall have exactly thirteen (13) members distributed as follows: seven (7) members selected from the Corps of Instruction faculty, at least six (6) of whom are elected faculty

senators, one (1) member who is the Chief Diversity Officer or an individual appointed by the Chief Diversity Officer as a designee in compliance with V.Section2.C, one (1) member who is the Director of Human Resources or an individual appointed by the Director of Human Resources to serve as a designee, one (1) member who is the Director of Admissions or an individual appointed by the Director of Admissions to serve as a designee, one (1) member who is a staff member appointed by a process determined by Staff Council, one (1) member who is a student appointed by a process determined by the Student Government Association, and one (1) member appointed by the University President in compliance with II.Section1.A.5.

- **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.

WHAT ARE UNIVERSITY SENATE FUNCTIONS? *I.Section2. The University Senate exists to promote and implement effective shared governance at the university. It is expressly charged with recommending academic and institutional policy. **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 at the divisional, college, and department levels, but may make recommendations concerning matters within these areas that have broader institutional impact or implications.***

WHAT ARE COMMITTEE FUNCTIONS? *V.Section2.C. Standing Committees. These committees shall **have the following three functions** (a) develop recommendations for new policy, (b) develop recommendations that revise existing policy, and (c) serve in advisory role, each applied in a manner consistent with the purposes and powers of the University Senate expressed in Article I. The inclusion of an appropriate chief division officer or designee is to improve committee effectiveness through communication and coordination with an appropriate administrator who has authority and responsibility for policy implementation in the general area addressed by the committee.*

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.*

OPERATING PROCEDURES *III.Section 1. The University Senate shall discharge its responsibilities through a system of standing committees elected by and directly responsible to the University Senate. These standing committees shall **establish their own operating policies and procedures** consistent with these bylaws and the University Statutes. These must be filed with the Executive Committee and updated as needed.*

MEETINGS, CALL, NOTICE, QUORUM

*IV.Section 6. Meetings. The standing committees, as listed in V.Section2.A.1, shall meet as needed throughout the year, including recesses between academic semesters, to facilitate the functioning of the University Senate. **The governance calendar designates meeting times for the standing committees throughout the academic year**.*

*IV.Section6.A. Call. In addition, **a meeting shall be called** by the standing committee chair within ten (10) calendar days of receiving a written request, which must include specification of the proposed purpose for such a meeting, from either (1) the Executive Committee or (2) at least twenty percent (20%) of the membership of the standing committee. **A meeting of a standing committee also may be called by** the University President, the Presiding Officer of the University Senate, or the chair of the standing committee. Individuals calling such a meeting should apply this responsibility judiciously, in particular, for a meeting scheduled during a recess between academic semesters.*

*IV.Section6.B. Notice. **Written notice of any meeting of a standing committee shall be distributed to every member of the standing committee** by the individual calling the meeting and made accessible to members of the University Senate at least three (3) calendar days prior to the meeting. Such notice shall include the date, time, location and agenda for the meeting.*

*IV.Section6.C. **Quorum**. A majority of the standing committee membership shall constitute a quorum.*

Committee Operating Procedures *A summary of the standard operating procedures used to conduct business during the year.*

- First and foremost the Faculty Affairs Policy Committee is a team and not a set of individuals. To realize this philosophy, we endorse the following

- Communicate openly and candidly with each other without judgment or repercussion -- holding back constructive criticism weakens the team

- Resist communicating on behalf of the committee without consultation even if the item feels like a "no-brainer"

- After committee consultation, copy the entire committee if/when you communicate on its behalf

- All DEIPC members share responsibility to seek out and identify concerns of broad institutional impact within FAPC scope (Article V, Section 2.B.2)

The Chair

- Bylaws Responsibilities o Presents committee report to University Senate at scheduled University Senate meetings (Article II, Section 3.A.3) o Submit such reports to University Senate Secretary in appropriate format for minutes

(Article II, Section 3.I) o Transfer committee records to the following year's committee (Article IV, Section 3.B) o Meet regularly with the Executive Committee and other chairs to facilitate communication (Article V, Section 1.C.14)

o Serve on the Subcommittee on Nominations (Article V, Section 1.D.1.a) o Be notified by a committee member who is going on extended leave (Article II Section 3.H) o Be consulted by ECUS on due date and format of comprehensive annual report of committee (Article IV, Section 2)

- <u>Other Responsibilities</u> o Record notification of regrets prior to a scheduled committee meeting o Presides at committee meetings o Drafts (in consultation with the committee) the tentative agenda for committee meetings o Distributes each tentative agenda to the committee via email prior to the committee meeting
  - o Scheduling (in consultation with committee) meeting rooms, times, and dates for committee meetings
  - o Entering committee motions proposed for University Senate consideration into the online motion database
  - o Advertising committee meeting times and meeting agenda to the university community o Others as defined/assigned by the committee

The Vice-Chair

- <u>Bylaws Responsibilities</u> o None
- <u>Other Responsibilities</u> o Assumes all duties and responsibilities of the chair in the absence of the chair o Others as defined/assigned by the committee

The Secretary

- <u>Bylaws Responsibilities</u> o Provide minutes of each meeting to the Secretary of the Executive Committee as well as post the minutes electronically within eight (8) calendar days of the meeting. This would include minutes of any subcommittee or ad hoc committee that reports to it. (Article V, Section 2.B.3)
- <u>Other Responsibilities</u> o Be contacted by committee members extending regrets prior to a scheduled committee meeting
  o Posts committee minutes in a manner consistent with University Senate protocol after the minutes have been reviewed by the committee – including any amendments made as a result of the review o Others as defined/assigned by the committee

<u>Agenda</u> The agenda of committee meetings is set by the following process.

- At the conclusion of each meeting, any committee member can propose an item for inclusion on the tentative agenda.
- A tentative agenda for the meeting is drafted by the committee chair in consultation with the committee members.
- This tentative agenda is sent to the committee members by the committee chair at least 7 days in advance of the meeting.
- This tentative agenda includes all available supporting documents for items to be considered by the committee.

- The tentative agenda is finalized by the committee at the outset of the meeting immediately following the call to order. **Communication Tools**
- Committee email list deipc@gcsu.edu
- Committee web presence https://senate.gcsu.edu/committee/deipc

Deliberation

- Advisory Matters (Committee workgroup requesting committee guidance, advisory function of the committee) o Deliberation is informal until there is a motion for committee consideration in which case Robert's Rules apply.
- Policy Matters (Committee deliberation on a draft policy proposed for recommendation for University Senate consideration) o Robert's Rules apply meaning a main motion (to recommend the policy for consideration by the University Senate) is made and committee deliberation proceeds with a vote determining committee disposition of the motion. **Duration**
- Committee meetings shall be no more than seventy-five (75) minutes in duration unless otherwise agreed to by a motion to extend the meeting duration.

Minutes The minutes of the committee shall be drafted by the following process.

- The committee secretary shall keep notes of the meeting.
- The committee secretary may request clarification from the committee at any point in the meeting.
- Immediately prior to adjournment of any meeting, the committee secretary shall have the opportunity to seek clarification on any matter to inform preparation of meeting minutes.
- The secretary shall prepare a draft of the minutes for committee review in consultation with the committee officers.
- This draft of the minutes is circulated to the committee for review prior to posting.
- The committee members shall have a minimum of two business days to review the minutes.
- If suggested revisions are offered, the revised minutes are again distributed to the committee for review.
- The minutes are posted in compliance with the university senate bylaws timeline (within 8 calendar days of the meeting).
- Except for the minutes of the final meeting of the academic year, the previous meeting minutes are an item on the agenda.

Parliamentary Authority

- The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Diversity, Equity, and Inclusion Policy Committee in all cases to which they are applicable and in which they are not inconsistent with the University Senate Bylaws, these operating procedures and any special rules of order the University Senate or DEIPC may adopt.

Quorum

- A majority of the committee membership shall constitute a quorum. (Article IV, Section 6.C)

Voting

- Voting Members Each of the thirteen members listed in the University Senate bylaws is a voting member of the committee.
- Voting Threshold In all committee votes, the voting threshold is applied to the number of voting members present at the time of the vote assuming the presence of quorum.
  - o Unless otherwise determined by the committee in advance of the vote, a majority vote is necessary for committee approval
  - o The voting threshold for adoption of a matter to be considered by the committee may be amended by a majority vote.

Amendment of these operating procedures

- These committee operating procedures may be amended by a majority vote at any scheduled committee meeting provided that committee members receive written notification in advance of the meeting at which the proposed revision is considered. Any such revision(s) that are approved are effective immediately following the committee vote.

Annual Report

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

Academic Year: 2022-2023

Committee Charge:

V.Section1. *THE EXECUTIVE COMMITTEE.*

V.Section1.A. *Composition.* The Executive Committee of the University Senate (or equivalently the Executive Committee) shall have no fewer than seven (7) but no more than ten (10) members distributed as follows: one (1) member who is the University President, one (1) member who is the Chief Academic Officer, one (1) member who is the Presiding Officer of the University Senate, one (1) member who is the Presiding Officer Elect of the University Senate, one (1) member who is the Secretary of the University Senate, and up to five (5) additional members as specified in V.Section1.A.1 and V.Section.1.A.2. The Chair of the Executive Committee shall be the Presiding Officer of the University Senate. The Vice-Chair of the Executive Committee shall be the Presiding Officer Elect of the University Senate. The Secretary of the Executive Committee shall be the Secretary of the University Senate.

V.Section1.A.1. *Academic Unit Representation.* For each college or the library not represented among the three (3) University Senate Officers serving on the committee, the outgoing Subcommittee on Nominations shall nominate an incoming elected faculty senator from that academic unit to serve on the Executive Committee. This process shall never result in more than four additional members to the Executive Committee.

V.Section1.A.2. *Chair Emeritus.* Should the Chair of the outgoing Executive Committee not be an elected faculty senator on the incoming Executive Committee, the Chair of the outgoing Executive Committee shall serve as an ex-officio non-voting member of the incoming Executive Committee to assist with continuity for the following academic year.

V.Section1.B. *Meetings.* 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 its Chair, the University President, the Chief Academic Officer, 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. *Duties.* The duties of the Executive Committee shall include the following:

V.Section1.C.1. *Advisory to Administration.*

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

V.Section1.C.1.b. *Advisory to Chief Academic Officer.* The elected members of the Executive Committee shall constitute an advisory committee of the faculty to the Chief Academic Officer.

V.Section1.C.2. *Set Agenda.* The Executive Committee shall set the agenda for all meetings of the University Senate in compliance with II.Section3.A.4 and II.Section3.B.3.

V.Section1.C.3. *Body of Inquiry.* The Executive Committee shall, as the need arises, appoint not fewer 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 (8.3.9.2), 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 affect an adjustment (e.g. be unable to negotiate a resolution), they shall advise the University President whether dismissal proceedings should be undertaken. This body of inquiry's recommendation shall not be binding on the University President.

V.Section1.C.4. *Steering Function.* Except when the University Senate gives specific directions, the Executive Committee, in consultation with the standing committee chairs, 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. *Motion Review.* The Executive Committee may make editorial suggestions to the language of any motion, including a resolution, that is submitted for University 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. *Nominations.* The Executive Committee shall appoint a Subcommittee on Nominations as specified in V.Section1.D.1.

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

V.Section1.C.8. *Advisory to University Senate.* 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. *Terms of Service.* The Executive Committee shall have the responsibility for initiating and maintaining a system of overlapping terms for elected University Senators.

V.Section1.C.10. *Governance Documents.* 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. *Governance Calendar.* The Executive Committee shall be responsible for maintaining a calendar of governance meetings.

V.Section1.C.12. *Minutes.* 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. *Archivist.* 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. *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.

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

V.Section1.C.16. *Operational Matters.* 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.5), consulted for consent agenda (II.Section3.A.4.a), 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.D.1), receive operating procedures of committees (III.Section1), is one source that can initiate standing committee business (IV.Section1), receive motion text (II.Section3.A.2), disseminate agenda (II.Section3.A.4) and set and publicize calendar (II.Section3.A.1) for regular meetings of the University Senate, set agenda for all meetings of the University Senate (II.Section3.A.4, II.Section3.B.3), is one source authorized to call special meetings of the University Senate (II.Section3.B.1) or its standing committees (IV.Section6.A), ensure quorum (II.Section3.C.2) and ratification of actions (II.Section3.C.3) for special meetings of the University Senate, receive and archive committee annual reports (IV.Section2), name facilitator and necessary voting proxies for standing committee officer elections (IV.Section3.A), receive committee composition report from Subcommittee on Nominations (V.Section1.D.2.e), receive or make motions for the addition of permanent subcommittees (V.Section2.A.3.a), receive ad hoc committee charters (V.Section2.A.3.b), facilitate proposed revisions to these bylaws (Article VI).

Committee Calendar:

Regularly scheduled meetings of ECUS:

Date	Location	Time
9/2/22	Meeting	2:00 pm
10/7/22	Meeting	2:00 pm
11/4/22	Meeting	2:00 pm
1/6/23	Zoom meeting	2:00 pm
2/10/23	Meeting	2:00 pm
3/3/23	Meeting	2:00 pm
4/14/23	Meeting	2:00 pm

Regularly scheduled meetings of ECUS with Standing Committee Chairs:

Date	Location	Time
9/2/22	Meeting	3:30 pm
10/7/22	Meeting	3:30 pm
11/4/22	Meeting	3:30 pm
1/6/23	Zoom Meeting	3:30 pm
2/10/23	Meeting	3:30 pm
3/3/23	Meeting	3:30 pm
4/14/23	Meeting	3:30 pm

Executive Summary:

Recurring Activities of ECUS	ECUS Accomplishments	Tasks Requiring Follow-up
• Provided a one-day retreat at First United Methodist Church for all senators, standing committee members, and committee volunteers. Held organizational meetings to elect committee officers at the August governance retreat. • Named Owen Lovell as Parliamentarian for the 2022-2023 university senate. • Assistance provided by Academic Affairs: Shea Council and Rhonda Griffin • Named Rob Sumowski chair of Sub-committee on Nominations (SCoN) and designated entire ECUS membership, standing committee chairs, SGA President, and Staff Council Chair as the membership of the SCoN. • The presiding officer sent all new senators a packet of orientation materials and asked them to contact with any questions.	• The presiding officer represented University Senate and gave a welcome from the faculty at the Investiture Ceremony for President Cathy Cox. • The presiding officer and presiding officer elect represented GCSU on the USG Faculty Council at the installation of USG Chancellor Sonny Perdue. • Continued the recent practice of appointing a second, non-voting representative to serve on the University System of Georgia Faculty Council (USGFC). Decided to change the two USGFC representatives to the Presiding Officer Elect as the voting member and the Presiding Officer as the non-voting member. • Continued the recent practice of releasing the President's and Provost's university	• Continue to review efficiency and the effectiveness of the electronic presence of the university senate. • Continue to advocate for University Senate representation on search committees, task forces, and other advisory groups. • Monitor annual budget situations. • Consult with Legal Affairs about creating different kinds of compliance statements for different kinds of policies. • Review current practices of and recommend best

Recurring Activities of ECUS	ECUS Accomplishments	Tasks Requiring Follow-up
• The presiding officer sent a Standing Committee Officer Training packet and PDF of all 2021-2022 standing committee annual reports to all standing committee officers with an offer to do in-person or virtual training with anyone who was interested. • Received and posted operating procedures for standing committees of the University Senate. • Prepared and disseminated agendas for ECUS, ECUS with SCC, and University Senate meetings. • 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 Senate database. • Met as scheduled with standing committee chairs and steered issues to the appropriate standing committee in consultation with the committee chairs. • Prepared apportionment of elected faculty senators based on the corps of instruction list from the provost's office and communicated to Deans of each college. • Provided oversight to elected faculty senator elections of all academic units (colleges, library) as well as at-large. • Prepared the 2023-2024 Governance Calendar with input from the standing committee chairs, university senate members, Academic Leadership Team, Deans, and Chairs. • Prepared and disseminated recognition certificates for senators, volunteers, and officers. • In consultation with the Standing Committee Chairs, identified May 10, 2023 as the due date for committee annual reports and approved continued use of the annual report template used in previous academic years. • Received and archived annual reports. • Rob Sumowski facilitated the organizational meeting for the incoming university senate. • Appointed Rob Sumowski as Chair of the governance retreat planning committee • The Presiding Officer represented university senate at the Academic Leadership Team meetings held by the Provost. • Presiding Officer represented university senate at the President's Commission on Diversity meetings.	senate reports via FrontPage to the university community prior to the distribution of minutes. • Continued the recent practice of identifying, nominating, and approving University Senate representatives on close to twenty task forces, councils, and campus wide committees. • Continued the recent practice of identifying and inviting guest speakers to address campus community issues at University Senate meetings. • Revised the University Senate Handbook to align with University Senate bylaws and to add an additional option for the president to simply acknowledge a University Senate motion in the case where an action is not necessary. • Coordinated with the provost and president to provide refreshments in appreciation for University Senate members after the November senate meeting. • Purchased the book, *Learning with Others: Collaboration as a Pathway to College Student Success* by Clifton Conrad and Todd Lundberg, for distribution to 2023-2024 Senators and Standing Committee Members for discussion at the 2023 Governance Retreat.	practices for the maintenance of the Policies, Procedures and Practices Manual (PPPM), specifically regarding, first, the creation of an annually released and archived pdf version of the manual and, second, incorporating notations regarding who, when, and why updates to the manual are made. • Continue to review and assess the governance retreat format and venue.

Committee Membership and Record of Attendance:

COMMITTEE NAME: EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)
AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:
"P" denotes Present, "R" denotes Regrets, "A" denotes Absent

Acronyms		EFS = Elected Faculty Senator CoAS = College of Arts and Sciences; CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences									
Meeting Dates	**9/2**	**10/7**	**11/4**	**1/6**	**2/10**	**3/3**	**4/14**	**P**	**R**	**A**	

							P	R	A
Alex Blazer *EFS, CoAS* *ECUS Secretary*	P	P	P	P	P	P	P	7	0	0
Cathy Cox *University President*	R	R	R	R	R	R	R	0	7	0
Nicholas Creel *EFS, CoBT* *ECUS Member*	P	P	R	P	P	P	P	6	1	0
Jennifer Flory *EFS, CoAS* *ECUS Chair*	P	P	P	P	P	P	P	7	0	0
Catherine Fowler *EFS, CoHS* *ECUS Chair Emerita*	P	R	P	P	P	P	R	5	2	0
Lamonica Sanford *EFS, Library* *ECUS Member*	P	P	P	P	P	P	R	6	1	0
Costas Spirou *Provost*	P	P	P	P	R	P	P	6	1	0
Rob Sumowski *EFS, CoE* *ECUS Vice-Chair*	P	R	P	P	R	R	P	4	3	0

COMMITTEE NAME: EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS) WITH STANDING COMMITTEE CHAIRS (SCC)

AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:

"P" denotes Present, "R" denotes Regrets, "A" denotes Absent

Acronyms			EFS = Elected Faculty Senator CoAS = College of Arts and Sciences; CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences							
Meeting Dates	**9/2**	**10/7**	**11/4**	**1/6**	**2/10**	**3/3**	**4/14**	**P**	**R**	**A**
Alex Blazer *EFS, CoAS* *ECUS Secretary*	P	P	P	P	P	P	P	7	0	0
Cathy Cox *University President*	R	R	R	R	R	R	R	0	7	0
Nicholas Creel *EFS, CoBT* *ECUS Member*	P	P	P	P	P	P	P	7	0	0
Jennifer Flory *EFS, CoAS* *ECUS Chair*	P	P	P	P	P	P	P	7	0	0
Catherine Fowler *EFS, CoHS* *ECUS Chair Emerita*	P	R	P	P	P	P	R	5	2	0
Lamonica Sanford *EFS, Library* *ECUS Member*	P	P	P	P	P	P	R	6	1	0
Costas Spirou *Provost*	P	P	P	P	R	P	P	6	1	0
Rob Sumowski *EFS, CoE* *ECUS Vice-Chair*	P	R	P	P	R	R	P	4	3	0
Sarah Myers *APC Chair*	P	R	P	P	R	P	P	5	2	0
Linda Bradley *DEIPC Chair*	P	P	P	P	P	P	P	7	0	0
Sabrina Hom *FAPC Chair*	P	P	P	P	P	P	P	7	0	0
Damian Francis *RPIPC Chair*	P	R	P	P	P	R	R	4	3	0
Greg Glotbecker *SAPC Chair*	P	P	R	P	P	R	P	5	2	0

Motions brought to the Senate floor:

Motion Number	2223.ECUS.001.O
Motion Title	Revised University Senate Handbook 2022

Motion Text	To endorse the revisions to the University Senate Handbook as proposed in the attached document.
ECUS Deliberation	Submit to University Senate
Senate Deliberation	Recommend to University President to Approve. Motion was sent to University President for approval.
Presidential Action	Approved by President Cox on November 22, 2022.
Link to motion	https://senate.gcsu.edu/motions/revised-university-senate-handbook-2022-11092022

Other Significant Deliberation (Non-Motions):

Ad hoc committees and other groups:

The 2022 Governance Retreat Planning Committee
- Members: Jennifer Flory (chair), Rob Sumowski, Catherine Fowler, Alex Blazer, Ashley Banks
- Work: First United Methodist Church was reserved. Food was ordered from Dunkin Donuts, Kroger, and Stacked. Other work included the compilation of materials for pdf dissemination and drafting of the retreat agenda.
- Complete: The committee completed its work.
- Follow Up: A committee will be needed to plan the 2023 Governance Retreat

Committee Reflections:

- Workgroups: The workgroup model for annual ECUS tasks requiring extensive deliberation is working very well.
- ECUS Meetings: ECUS meetings were consistently efficient this year.
- ECUS/SCC Meetings: ECUS/SCC meetings had robust discussions on issues affecting the campus community. Collaborating and consulting with Standing Committee Chairs on key decisions generated forward momentum.
- Consecutive Meetings: Having ECUS and ECUS/SCC meet consecutively at 2:00 and 3:30 respectively continues to work well. The PO should continue to be conscientious about which agenda topics are for ECUS and which are for ECUS/SCC. The POE report and the SCoN report often overlap as the POE chairs SCoN. In addition, if the agenda for ECUS is light as to what will need to be discussed with just ECUS, the meeting start time could be moved later after 2 pm to avoid a long gap between the end of ECUS and the beginning of ECUS/SCC.
- ECUS Checklist: recommend that past presiding officer/ECUS chair emerita review the ECUS checklist and revise to reflect recent practice.

Committee Recommendations:

Recurring Items: These are well established for ECUS and include but are not necessarily limited to the following.
- Name University Senate Parliamentarian
- Standing Committee Officer Orientation (schedule during retreat and/or offer and implement at request of committee officers)
- Subcommittee on Nominations (SCoN): Appoint Chair (typically Presiding Officer Elect) and Appoint Committee Membership (typically minimal membership as articulated in university senate bylaws)
- Elections Oversight of Elected Faculty Senators: Dean Letters, Election Procedures, Results
- At-Large Election: Procedure, Ballot, Results
- Selections Oversight with Staff Council, Student Government Association, Presidential Appointees (need to adjust timeline in ECUS checklist to reflect recent practice)
- Governance Calendar: draft, circulate for review and feedback, finalize, endorse, disseminate
- Governance Retreat Planning
- Oversight of Committee Organizational Meetings: Name Facilitators, Voting Proxies (do we even do this?)
- Set agenda for 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 (certificates) of university senators, committee members (volunteers, appointees, designees), officers of committees and university senate, ECUS members, Administrative Assistant, and Parliamentarian
- Recognitions (pins) of and welcome to first-time university senators

Topics for Continuing Consideration:
- Electronic Presence of the University Senate – continue test-driving, consider publishing governance calendar to 25Live
- University Senate Budget and Foundation accounts (how they are used)
- Continue how best to receive updates from university senate representatives on task forces and committees.
- Consider how much detail is necessary in standing committee chair reports to ECUS-SCC, highlights or details? Important that these reports are archived in electronic minutes including information items.
- Consult with Legal Affairs/Compliance Officer regarding compliance language on the Policy Template.
- Review current practices of and recommend best practices for the maintenance of the Policies, Procedures and Practices Manual, specifically regarding, first, the creation of an annually released pdf version of the manual and, second, incorporating notations regarding who, when, and why updates to the manual are made.
- Review the new governance retreat format and venue.
- Review University Senate archival processes (senate.gcsu.edu, us.gcsu.edu, and minutes.gcsu.edu), and explore the possibility of consolidation.

Recommend items for consideration at the governance retreat:

- Provide the university senate handbook and other pertinent university senate documents only electronically by PDF.
- Bring printed versions of the Retreat Agenda.
- Two breakout sessions by standing committees for committee officer elections and then tentative agenda setting and operating procedures decisions along with book discussion. These breakout sessions should flank the retreat lunch.
- After the second breakout session, instead of a mock university senate meeting, have a concise debrief of one committee priority for coming year and one take-away from the book.
- Continue to invite all members of the university senate committees, not exclusively university senators.
- Continue online RSVP and dietary information through Qualtrics.
- Venue: First United Methodist Church, no charge for use. Recommend sharing left over food with church staff and other community members through Milly Free Fridge.
- Three Quarter Day: The shortened retreat length last year was not enough to get through what was planned so we had to eliminate parts. Hopefully extending the day by a couple of hours will make ample time for administrative updates and allow the needed orientation, planning, and deliberation.
- Continue to try to minimize or eliminate possible conflicts with other events (schedule around assessment, common book meetings, department and college meetings, etc.)

Appendix: Committee Operating Procedures

2022-2023 ECUS OPERATING PROCEDURES
Endorsed by ECUS at its September 2, 2022 meeting

1. The Executive Committee of the University Senate
   a. is a faculty advisory body to the University President,
   b. sets the agenda for regular meetings of the University Senate,
   c. is the steering committee of the University Senate,
   d. reviews motions and resolutions submitted for University Senate consideration,
   e. is responsible for ensuring the implementation of the nomination and (s)election processes for senators, appointees, volunteers, and standing committee officers,
   f. is responsible for the maintenance and dissemination of meeting minutes,
   g. ensures that governance documents are up-to-date and accessible (including statutes, bylaws, handbooks, and calendars), and
   h. archives records of University Senate activities in coordination with the University Archivist.
2. The Executive Committee members will work cooperatively as a team for the good of the University, the University Senate and the Committee. To realize this objective, members should
   a. attend and participate in all scheduled meetings,
   b. communicate respectfully, openly, and candidly with each other,
   c. seek out and identify agenda items for discussion,
   d. resist communicating on behalf of the committee without consultation with the ECUS officers, and
   e. copy the committee when communicating on its behalf
3. Committee Officer Responsibilities
   a. Chair (Presiding Officer)
       i. Drafts, in consultation with the committee, the tentative agenda for committee meetings.
       ii. Distributes each tentative agenda to the committee via email prior to the committee meeting.
       iii. Be contacted by committee members extending regrets prior to a scheduled committee meeting.
       iv. Presides at committee meetings.
       v. Ensuring committee motions proposed for University Senate consideration are entered into the online motion database.
       vi. Ensures committee meeting times and meeting agenda are advertised on the University Senate website.
       vii. Presents the ECUS report to University Senate at scheduled University Senate meetings.
       viii. Others as defined/assigned by the committee.
   b. Vice-Chair (Presiding Officer Elect)
       i. Assumes all duties and responsibilities of the chair in the absence of the chair.
       ii. Others as defined/assigned by the committee.
   c. Secretary
       i. Be contacted by committee members extending regrets prior to a scheduled committee meeting.
       ii. Drafts, in consultation with the committee, the minutes for committee meetings.
       iii. Posts committee minutes in a manner consistent with University Senate protocol after the minutes have been reviewed by the committee – including any amendments made as a result of the review.
       iv. Others as defined/assigned by the committee.
4. Communication
   a. Communicate via the ECUS email list with the 72-hour rule – a member of the Executive Committee has 72 hours to respond to an issue/proposal to confirm receipt and communicate approval or share constructive suggestions.
   b. Notify the committee chair and secretary to extend regrets prior to scheduled committee meetings.
5. Duration of Meetings: Committee meetings shall be no more than seventy-five (75) minutes in duration unless otherwise agreed to by a motion to extend the meeting duration.
6. Agenda
   a. A tentative agenda for the next meeting of ECUS is drafted by the ECUS Chair and is informed by consultation with the entire committee just before adjournment of the previous meeting whenever possible.
   b. Agenda items will be prioritized by time-sensitivity and not necessarily reflect their relative importance.

c. The tentative agenda is distributed to the committee members, and standing committee chairs when appropriate, by the ECUS Chair as early in the week of a meeting as possible and is finalized in consultation with the other members of ECUS.

d. Drafts of supporting documentation for agenda items are provided to the committee members, and standing committee chairs when appropriate, prior to the meeting whenever possible to encourage and facilitate review prior to the meeting. Unless requested of the ECUS Chair or in the case where the document has not been previously distributed, members will bring their own copies of materials (agenda and supporting docs) to the meeting.

7. Deliberation and Parliamentary Authority
   a. Deliberation is informal until there is a motion for committee consideration in which case Robert's Rules apply.
   b. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Executive Committee in all cases to which they are applicable and in which they are not inconsistent with the University Senate Bylaws, these operating procedures and any special rules of order the University Senate or Executive Committee may adopt.

8. Quorum & Voting
   a. A majority of the Executive Committee membership shall constitute a quorum. (Article V, Section 1.B)
   b. The voting status of each member of ECUS is articulated in the University Senate Bylaws.
   c. Unless otherwise determined by the committee in advance of the vote, a majority vote is necessary for committee approval.
   d. In all committee votes, the voting threshold is applied to the number of voting members present at the time of the vote assuming the presence of quorum.

9. Minutes
   a. ECUS members review the initial draft of the minutes of the University Senate meetings prior to distribution to the University Senate.
   b. The ECUS secretary shall prepare a draft of the minutes of each committee meeting and may request guidance from the committee during a meeting to inform the preparation of this draft. This draft of the minutes is circulated to the committee for review prior to posting.
   c. If suggested revisions are offered, the revised minutes are again distributed to the committee for review.
   d. The minutes are posted as soon as possible after the review process concludes.
   e. Except for the minutes of the final meeting of the academic year, the approval of the previous meeting minutes is an item on the agenda of each ECUS meeting.

10. Amendment of these operating procedures: These committee operating procedures may be amended by a majority vote at any scheduled committee meeting provided that committee members receive written notification in advance of the meeting at which the proposed revision(s) is/are considered. Any such revision(s) that are approved are effective immediately following the committee vote.

Officers:
Sabrina Hom, Chair
Frank Richardson, Vice-Chair
Stephanie Jett, Secretary

Committee Charge:
V.Section2.C.3.a Membership. The Faculty Affairs Policy Committee shall have no fewer than eleven (11) and no more than thirteen (13) members distributed as follows: no fewer than nine (9) and no more than eleven (11) members selected from the Corps of Instruction faculty, at least seven (7) of whom are elected faculty senators, one (1) member who is the Chief Academic Officer or an individual appointed by the Chief Academic Officer to serve as a designee in compliance with V.Section2.C, and one (1) member appointed by the University President in compliance with II.Section1.A.5.

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.

Committee Calendar:
8/8. 9/2, 10/7, 11/4, 1/6, 2/10, 3/3 (joint meeting with RPIPC), 4/14

Executive Summary:
The committee worked with ECUS and the office of the Provost to fill a gap in GC policy and allow faculty to pause the clock for a Post-Tenure Review (PTR). While BOR guidance allows for such a policy, GC did not have a means for faculty with extenuating circumstances to pause the PTR Process. While the committee initially hoped to permit faculty with a wider range of circumstances to pause the clock with documentation (ie we discussed those who had a FMLA qualifying event but did not take formal leave; those with other personal circumstances, like a house fire or a divorce) the Provost's office pointed out that an overly broad policy could be perceived to weaken the rigor of the PTR process itself. As a result, the committee withdrew its original suggestion and reformulated, resulting in the policy passed on 4/14, which allows clock stoppages only for those who have taken FMLA leave. In drafting this policy, the committee prioritized confidentiality for the PTR candidate (stressing in the policy language that it is not necessary to disclose the reason for FMLA leave) and worked to maximize the time period in which a candidate can apply for a clock stoppage.

The committee also discussed the ongoing process to update Departmental and College policies on T&P and annual evaluations, in light of the BOR's revisions to PTR and other evaluation policies.

The committee was informed of a revision to the Amorous Relationship Policy and engaged with Human Resources to understand the policy and discuss interpretation/implementation. A number of questions and inconsistencies emerged in this conversation, which were discussed and largely resolved in subsequent meetings.

AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:
"P" denotes Present, "A" denotes Absent, "R" denotes Regrets

Meeting Dates	8/8	9/2	10/7	11/4	1/6	2/10	3/3✝	4/14	
Sabrina Hom (chair)	P	P	P	P	P	P	P	P	
Stephanie Jett (secretary)	P	P	P	P	P	P	R	R	
Frank Richardson (vice chair)	P	P	A	P	P	P	A	P	
Christopher Clark	P	P	R	P	P	R	P	P	
Matt Milnes	P	P	P	R	P	P	A	P	
Holly Croft	P	P	P	P	A	A	P	A	
Hank Edmondson	R	A	R	P	P	A	R	A	
Robert Blumenthal	R	R	P	P	R	A	R	A	
Peter Rosado-Flores	R	P	P	P	P	R	R	A	
Olha Osobov	A	P	P	P	P	P	R	P	
Jinkyung Park	A	P	P	P	R	P	R	P	
Stephen Rutner*	A	P	P	P	A	---	---	---	
Melanie DeVore	P	P	R	P	R	P	R	A	
Karl Manrodt**	---	---	--	---	---	P	P	P	

✝Joint meeting with RPIPC, which had a quorum

Motions brought to the Senate floor:
2223.FAPC.002.P, Motion to Create a Post-Tenure Review Period Pause Policy, passed 4/14
2223.FAPC.001.P, Motion to permit extensions to the Post-Tenure Review period for specified family and medical reasons, withdrawn 1/6

Other Significant Deliberation (Non-Motions): See Executive Summary and Recommendations

Ad hoc committees and other groups:
Several FAPC members participated in an ad-hoc committee to discuss implementation of the new Amorous Relationship Policy with RPIPC members and HR.

Committee Reflections:
The committee members have worked hard and have engaged thoughtfully and creatively with the issues at hand.

Committee Recommendations:
FAPC should continue to track issues around Post-Tenure Review (PTR), as well as workload issues and numbers of part-time faculty related to the current budget issues and large incoming class. The Provost is willing to share aggregate numbers on the outcomes of PTR processes (how many end in a Performance Improvement Plan (PIP), how many PIPs end in demotion or termination.) The committee should actively seek this information to see how the new PTR impacts local faculty. Aggregate numbers of part-time faculty are also available from the Provost by request. While GC obviously needs to take necessary steps to weather the current budgetary issues, FAPC should track trends and advocate for the values that most faculty share (i.e. valuing small class sizes taught mostly by full-time and permanent faculty) in the medium term.

Each year, FAPC is asked to address issues related to faculty evaluations, especially Student Ratings of Instruction. Universitywide policy seems to be largely in sync with Faculty interests. I would suggest that future chairs be careful about how and when to engage this issue, since many of the concerns take place at the department or college level. Furthermore, it is suggested that further efforts to alter the SRIS start from the Center for Teaching and Learning, since they have the most knowledge about evaluation and also the capacity to maintain committees for more than one academic year, to start pilot programs and do institutional research, etc. Future FAPC chairs should engage with such efforts when they arise and encourage FAPC members to participate and offer feedback.

FAPc was informed after the fact when BOR policy changes led to an update of the Amorous Relationship policy. While this local policy is entirely dictated by BOR policy, the committee was able to engage with HR about interpretation and implementation of the policy in order to ensure that the policy is transparent to faculty (and other stakeholders) and that it is implemented in a way that is consistent with academic workflow and lines of authority. It is very important for ECUS/Committee chairs to be aware of all revisions to the Policies, Procedures and Practices Manual (PPPM) and to invite relevant speakers in to discuss these as informational items. Faculty need to be aware of relevant faculty changes. The committee should carefully read over the policy ahead of time and be ready to ask granular questions. Especially since these policies are often handed down quickly and with little discussion by the BOR, it is important to have some thoughtful conversations about what exactly the policies mean, how they will impact faculty, and how to handle them. These conversations can be formative in terms of policy interpretation and implementation.

I think that many committee members found it useful to share information and drafts as we worked on our respective Department and College evaluation policy revisions. I am not sure that FAPC is the proper venue for this, but it is certainly useful to create a space for these kinds of conversations when University-wide policy revisions take place.

The committee updated its operating procedures to ban recordings of online meetings and to make it clear who is present therein. There were also instances in which faculty preferred to send questions for guests anonymously. Many faculty feel strongly about confidentiality, and future chairs will need to be open to practices that allow faculty to feel safe while expressing their views.

Committee Name: Resources, Planning, and Institutional Policy Committee (RPIPC)

Academic Year: 2022-2023

Committee Charge:
V.Section2.C.5.a. Membership. The Resources, Planning, and Institutional Policy Committee shall have no fewer than thirteen (13) and no more than fifteen (15) members distributed as follows: no fewer than six (6) and no more than eight (8) members selected from the Corps of Instruction faculty, at least four (4) of whom are elected faculty senators, three (3) members who are selected staff senators, one (1) member who is the Chief Business Officer or an individual appointed by the Chief Business Officer to serve as a designee in compliance with V.Section2.C, one (1) member who is the Chief Information Officer or an individual appointed by the Chief Information Officer to serve as a designee, one (1) member who is a student appointed by a process determined by the Student Government Association, and one (1) member appointed by the University President in compliance with II.Section1.A.5.

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.

Committee Calendar: *September 2, 2022; October 7, 2022; November 4, 2022; January 6,2023, February 10, 2023, March 3, 2023, April 14, 2023.*

Executive Summary:
The RPIPC had an active 2022-2023 period, which saw discussion on the following issues:

1. *Administrator Privileges on computer/Macs. The committee discussed the roll out of Admin by Request software which have challenges. Chief Information Officer Susan Kerr provided contextual information on the rationale for the changes. The committee made a recommendation for a survey of user groups experiencing the most challenges that may be offset by changes in the software programming.*
2. *Follow-up Meeting on GC Parking Policy. The Director and Assistant Director of parking and transportation was invited to share on the current state of parking on the campus. They reported that while there is no net loss in parking on the campus, redesignation of spaces may have resulted in some fall out for employee on campus. GC parking also informed the meeting that as of Spring we will move to a parking permit by plate system which will allow for more efficiency assessment of spaces, faculty use of multiple vehicles, and enforcement. The RPIPC subsequently drafted and submitted a motion to the University Senate to review and update the GC Parking Policy. **This may require follow-up to see if the policy is being reviewed.***
3. *The committee discussed and drafted a motion for budget consideration to the BOR to provide funding to meet the shortfall in State appropriation resulting from the decision for GCSU to remained test required during Fall Freshman class of 2022. The motion was reviewed by the office of finance and administration and vetted by the office of the president before submission to ECUS and senate meetings. The motion was subsequently voted and approved. **This may require follow-up to see if USG received this motion.***

Committee Membership and Record of Attendance:
COMMITTEE OFFICERS DAMIAN FRANCIS – CHAIR, BRAD FOWLER – VICE-CHAIR, KERRY JAMES EVANS- SECRETARY

Members:

MEMBERS		"S" denotes Senators, "N" denotes Non-Senators	
S	Damian Francis	N	Matt Davis
S	Rodica Cazacu	N	Lorraine Milam
S	Brad Fowler	N	Lee Fruitticher
S	Nancy Mizelle	S	Nancy Davis Bray
N	Susan Kerr	S	Deidre Kellerman
S	Kerry James Evans		
N	Josefina Endere		
N	Ashley Banks		

Record of attendance can be found in Secretary minutes uploaded to the University Senate database.

Motions brought to the Senate floor:

1. [2223.RPIPC.002.R] *Request for Board of Regents to Consider Bridge Funding for Enrollment Shortfall Based on Unintended Consequence of Standardized Testing Requirement*
2. [2223.RPIPC.001.R] *Request for Review and Update of the GCSU Parking Allocation Policy*

Other Significant Deliberation (Non-Motions):

RPIPC was asked to address resource constraints related to the Early college pick-up traffic flow at Kilpatrick. The directors of Campus Safety and the Early College agreed to formulate a sub-committee to address the concern. The process was led by Campus Safety. No further action was required by RPIPC.

*Lee Fruitticher, VP of Finance and Administration presented on the FY 24 shortfall which is currently 8.4 million. The proposed shortfall is to be met through multiple strategies (**see appendix 2**). RPIPC discussed a centralized IT spending strategy managed and regulated by our IT department as one potential for cost saving.*

Institutional Online Resource (IOR) Governance Policy

Director of University communications reported that on July 1,2022 USG requested policy for social media use and inventory on campus. A follow-up request on September 1, 2022, required that the policy be submitted for approval by October 1, 2022. The policy was drafted but University Communications with input from the Executive Cabinet. This policy concerns the university's ownership, control, and use of all IORs, addressing the following matters: (1) exclusive ownership and control of all IORs; (2) exclusive authority over all IORs owned or controlled by the university and the exclusive authority to acquire additional online resources in its name in the future; (3) approval of content published on an IOR; and (4) removal of content improperly published to an IOR. Once per year departments/centers, and institutes will be required to report on institutional online resources used or owned ranging from www pages to social media accounts. It was noted that stakeholder feedback was left out and that a means to include stakeholder feedback for future policy is paramount.

Campus-Wide Modified Summer Schedule
The president announced that the Executive Cabinet approved a campus-wide modified summer schedule beginning Monday, May 8 2023. RPIPC received several complaints that the 'mandate' does not take into considerations staff feedback and the inconvenience caused by such changes. RPIPC suggested that the staff council consolidate feedback from staff on campus and share this with RPIPC at our next meeting. These findings were shared with the Executive Cabinet along with a request to address the need for clarity. Subsequently, a statement from the president provided clarity and flexibility with regards to the modified summer schedule.

Amorous Relationships Policy
*The USG updated its Amorous Relationship Policy. Amber Collins, HR representative shared that the primary change to this policy has been an update in language to align with USG policy. The policy has changed "strongly discouraged" to "Prohibited" for graduate student/teaching assistant and student amorous relationships or faculty and student amorous relationships. Faculty and or graduate student are asked to report/disclose any such relationships to appropriate chain of command. Complaints can also be made to HR through a complaint form. The RPIPC agreed to be a part of a joint committee with FAPC and HR to draft an implementation strategy for this updated policy (**see appendix 3**).*

Ad hoc committees and other groups:

Joint RPIPC and FAPC committee to review Amorous Relationship Policy implementation strategy.

Committee Reflections:

The year went really well with strong contribution from members of the committee. The role of the committee in shaping policy through motions and input in the incipient development of resource allocation and guidelines needs strengthening. The RPIPC has had to be reactive in many instances as opposed to being made aware of these developments from the Executive cabinet. We should find a way to work more closely with the policy making machinery of the campus and USG if we are to have meaningful input.

Committee Recommendations:
Major items are follow-up on the two motions submitted and Amorous Relationship Policy implementation strategy. It would also be useful if the executive cabinet shares a list of policy and or resource changes it is intended to make for the academic year so RPIPC can align its agenda to provide input from faculty and staff.

Recommend items for consideration at the governance retreat:
This committee may like to consider the following items:
- *Centralized IT spending strategy as a potential cost saving measure for the University.*
- *Evaluation of the modified summer schedule. Particularly, did it meet its objectives and how was it perceived by staff and faculty.*

Appendix 1: Committee Operating Procedures

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RPIPC 2022-2023 OPERATING PROCEDURES

The RPIPC charge can be found at:

https://senate.gcsu.edu/committee/rpipc

and minutes of previous meetings can be found at:

 http://minutes.gcsu.edu/resources-planning-and-institutional-policy-rpipc

1. **Member Responsibilities.**

The members of RPIPC are a team and as such must be able to trust that all members operate for the good of the University, the Senate, and RPIPC. Members will be responsible for periodically assessing the committee's performance and, if determined that improvements are necessary, shall make them. Members should:

• Attend and participate in scheduled meetings, and extend regrets when unable to do so

• Communicate openly and candidly with each other -- holding back constructive criticism weakens the team

• Resist communicating on behalf of the committee without consultation even if the item feels like it is obvious and embraced by all

• After consultation, copy the entire committee as you communicate on its behalf

• Seek out and identify agenda items for discussion

• Take a leadership role for issues when appropriate

2. Committee Officer responsibilities

Chair

• Draft, in consultation with the committee, the tentative agenda for committee meetings
• Distribute each tentative agenda to the committee along with supporting documents
• Advertise committee meeting times, locations, and meeting agenda to the university community
• Preside at committee meetings
• Present the committee report to ECUS-SCC and University Senate meetings
• Enter committee motions proposed for University Senate consideration into the online motion database
• Other duties as defined/assigned by the committee

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<u>Vice-Chair</u>

• Assume all duties and responsibilities of the chair in the absence of the chair

• Other duties as defined/assigned by the committee

<u>Secretary</u>

- Draft, in consultation with the committee, minutes for committee meetings

- Circulate minutes to the committee and update with suggested edits

- Post committee minutes in a manner consistent with University Senate protocol after the minutes have been reviewed by the committee – including any amendments made because of the review

- Other duties as defined/assigned by the committee

Standard monthly meetings, Fall 2021-Spring 2022– 2:00-3:15pm in person at Beeson 313. In the event of updated pandemic or other emergency, members may request to join online. Ad-hoc meetings may be held as requested by the University. These meetings may be held by email discussions and documented for archives.

- September 3, October 1, November 6, January 7, February 11, March 4, April 8.

3. Communication, quorum, and voting
- Communicate via the RPIPC@list.gcsu.edu E-mail list, or email distribution list, with the 72-hour rule – a member of the committee has 72 hours to respond to an issue/proposal to confirm receipt and communicate approval or share constructive suggestion. The absence of a response within 72 hours indicates approval.

- Electronic voting methods may be used to approve committee minutes and to make committee decisions. Such methods shall be exercised judiciously and used primarily for decisions that are time- sensitive.

- Notify the committee chair (damian.francis@gcsu.edu) and the secretary (rodica.cazacu@gcsu.edu) to extend regrets at least 15 minutes prior to scheduled committee meetings.

A majority of the committee membership (50% plus 1) shall constitute a quorum (Article V, Section 1.B). Unless otherwise determined by the committee in advance of the vote, a majority vote is necessary for committee approval. In all committee votes taking place during a meeting, the voting threshold is applied to the number of voting members present at the time of the vote assuming the presence of a quorum.

4. **Agenda**

- A tentative agenda for the next meeting RPIPC is drafted at the end of the monthly meeting, and briefly reviewed by the entire committee before adjournment whenever possible. The chair will put out an additional call for agenda items prior to each meeting, and members can suggest items on their own to the chair.

- Agenda items will be prioritized by relative importance, keeping time sensitivity in mind.

- The tentative agenda is distributed by the committee chair to committee members well in advance of the meeting, with links to relevant documents in the shared file. Input is sought from committee members on both the agenda and the documents.

- The final agenda is sent to the committee with supporting documents as early in the week as possible (the week of meeting) and posted on the senate website.

5. Documents

- Documents that require review, revision, or action by the committee will be placed in an electronic shared folder in advance of the meeting, to invite feedback and/or revision

- Committee members are asked to read/respond to such documents in advance of the meeting whenever possible.

- Unless requested of the committee chair, or in a case where the document has not been previously distributed, members will bring their own copies of all documents to meetings.

6. Minutes

- Within a week of the meeting, the secretary will notify committee members when drafts of RPIPC minutes are placed in the shared file.

- Members are asked to review the minutes and provide input and/or corrections to the secretary.

- Minutes will be approved by electronic vote within 2 weeks of the meeting.

- Approved minutes will be posted on the Senate Website by the Secretary.

7. Flow of Meetings

- In addition to the usual agenda items for a committee meeting, each member will have an opportunity to present issues raised by his or her constituency for possible consideration, and share information on situations where the member talked to others about the work of RPIPC.

- At the end of the meeting, the Secretary will have a chance to clarify any item for the minutes.

8. Parliamentary Authority

• The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the

committee in all cases to which they are applicable and in which they are not inconsistent with the University Senate Bylaws, these operating procedures, and any special rules of order the University Senate or the committee may adopt.

9. Deliberation

- Advisory Matters (Committee workgroup requesting committee guidance, advisory function of the committee): deliberation is informal until there is a motion for committee consideration, in which case Robert's Rules apply

- Policy Matters (Committee deliberation on a draft policy proposed for recommendation for University Senate consideration): Robert's Rules apply, meaning that a main motion to recommend the policy for consideration by the University Senate is made, and committee deliberation proceeds with a vote determining committee disposition of the motion.

10. Amendment

• These committee operating procedures may be amended by a majority vote at any scheduled committee meeting, or by electronic vote, provided that committee members receive written notification in advance of the meeting at which the proposed revision is considered, or adequate information is supplied to members with a call for an electronic vote. Any such revision(s) that are approved are effective immediately following the committee vote.

Appendix 2: Excerpt from GC FY24 Budget Narrative (explains shortfall)

<u>**Executive Summary**</u> – please provide an overview of the critical points of your budget narrative in a two page (maximum) executive summary.

As the state's designated public liberal arts university, Georgia College & State University (GCSU) is a residential institution, home to a largely traditional age college student population, and one of the three selective-admissions universities in the University System of Georgia (USG). GCSU offers students a highly experiential education through close faculty-student teaching, mentoring, and research opportunities. With a student-to-faculty ratio of 16:1 (45% of classes have 20 students or fewer and only 2% of classes have more than 50 students), GCSU is committed to student success in a personalized, high-touch manner that is consistent with the nation's best forms of a liberal arts education.

Consistently ranked in the top three within the USG in key metrics, including first-year retention, four-year graduation, and six-year graduation, GCSU is also recognized nationally by *The Princeton Review* as one of "2023 Best Colleges in the Southeast" for the 16th consecutive year. It is also distinguished by the 2022-2023 *US News and World Report* as the 7th best public university; 3rd most innovative public university; and 7th best public undergraduate teaching university in the regional south categories.

Because of its special designation since 1996 as the state's public liberal arts university, Georgia College is the only USG institution offering a unique, highly interactive and engaging educational experience for undergraduate students that does not seek to increase its enrollment appreciably year-over-year.

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Increasing its enrollment by significant amounts would dilute the popular and carefully crafted student experience which top students in Georgia seek out. Accordingly, GCSU's undergraduate enrollment has remained relatively stable for many years until it was impacted by two short-term factors; first, the pandemic; and secondly, the SAT/ACT decision in March 2022 for fall 2022 applicants.

The university, like many of its sister institutions, experienced a first-year student enrollment decline in Fall of 2020 due to the effects of Covid-19. As the pandemic set in and enrollment immediately declined in GCSU's mostly in-person degree programs, the SAT/ACT test-optional admissions policy implemented for applicants that fall produced a record-setting class of 1,502 in the Fall of 2021. However, in March of 2022, when the Board of Regents required GCSU to return to the practice of requiring standardized test scores for admission, GCSU lost ground as nearly 1,000 applicants who sought admission could not be evaluated because they had no test scores to report. This resulted in a first-year class of 1,364 for the Fall of 2022 that mirrored the Fall of 2020 enrollment. Despite this, GCSU saw an increase in retention this year and the four-year graduation rate hit an all-time high (53%), third highest in the USG. Additionally, at the time of this submission, the Board of Regents has waived the SAT/ACT requirement for admission to GCSU for Fall of 2023 and both applications and completed applications for next fall are surging. These factors suggest that the university is well positioned to immediately bounce back from the pandemic and from the SAT/ACT impacts, and can effectively support students in meeting their personal and professional goals going forward.

Nevertheless, while enrollment is rebounding from these short-term factors, the USG funding formula is extracting permanent cuts on GCSU's operations. When the pandemic began in the Spring of 2020, GCSU experienced a 10% budget reduction, or $4.1 million. The zigzag enrollment declines and increases related to the pandemic and SAT/ACT decision described above have had ripple effects on the GCSU budget. Our projected tuition revenue for FY23 is down by $5.3 million when compared to FY20. State appropriations were reduced by $1 million in FY23 due to a decline in credit hour production. The FY24 USG guidance suggests that GCSU will recognize another reduction of $2 million in state appropriations as a result of the decline in credit hour production during FY22. Furthermore, according to the formula provided by the USG Budget Office, we can expect at least another $3 million reduction in FY25 directly tied to the smaller entering class we enrolled this year under the SAT/ACT decision. Should the projected reduction in state appropriations materialize in FY25, Georgia College will have cumulative budget reductions of more than $15 million during five fiscal year periods. This will have a significant negative impact on the university's ability to offer the personalized attention, small class sizes, and resources that GCSU students have long come to expect here as the state's designated public liberal arts institution of higher education. It will also negatively impact the top retention and graduation rates that GCSU has been able to generate by offering students individualized attention and robust experiential learning opportunities that require staffing at certain levels.

Often when institutions experience enrollment declines, quick turnarounds are not possible because systemic problems that led to the decline are not easily remedied. Such is not the case with Georgia College's short-term declines. As GCSU looks to the Fall of 2023, the strong interest expressed by prospective students and families in the distinctive education Georgia College provides is evident. As of November 14, 2022, total applications are up +38% (an increase of 1,239) when compared with last year, and up +33% (an increase of 1,116) when compared with 2021, the last time GCSU was test optional. Completed applications are now up +63% (an increase of 1,341) when compared to the previous year and up +33% (an increase of 871) when compared with 2021. Completed applications from African-American students are up +137% compared with last year while completed applications from Latino/Hispanic students are up +63% compared with last year. While applications for Fall 2023

are at record levels, it should be noted that the average GPA and test scores (for those submitted) are on par with past recruiting cycles. This robust activity conveys the special interest that students in Georgia and beyond hold in the type of education that Georgia College provides.

At the graduate level, following an all-time enrollment high of 1,268 students achieved in 2020, GCSU experienced a decline during each of the following two years reaching an overall drop of approximately 17%. In the summer of 2022, the university launched the Graduate Education Taskforce which focused on identifying ways to grow graduate enrollment. We consulted with Art Recesso, USG's Chief Innovation Officer, to explore potential graduate programming that could build on the liberal arts' essential skills, help meet employer demands, and be accessible to professionals who want to refine their knowledge base or retool for a new career. It should be noted that the university has grown its graduate program over the years with little to no administrative infrastructure. There are only two graduate recruiters to elicit students into the admissions pipeline and no designated directors or deans to provide the focused leadership a thriving graduate school requires. As a part of our annual budget process for FY24, two additional graduate recruiters have been requested, and if the university were not faced with significant budget cuts, at least one leadership position would be requested to support the growth opportunities in graduate programming. The work in this area will continue throughout this academic year.

GCSU recognizes the importance of being intentionally focused on growing and maintaining enrollment at both the undergraduate and graduate levels. This, coupled with the realignment of existing resources and cost containment where possible, will help bring stability to the financial health of the institution. However, GCSU's current financial condition is not because of structural challenges or inherent limitations in delivering an exceptional educational experience. Rather, it has been because of two short-term external factors beyond the control of the university, namely (1) the negative effects of the pandemic, and (2) the placement of GCSU in the test-required admissions category during the past recruiting cycle. Both had negative effects on Georgia College's ability to admit and enroll students in two admissions periods; however, coming out of the pandemic and operating under a waiver of the standardized test requirement GCSU is already experiencing a rebound in interest and enrollment.

Because these external factors had short-term impacts on Georgia College's enrollment, GCSU is concerned that the current financial stress, if not mitigated, will have a harmful, and possibly long-term negative impact on its efforts to meet its unique mission by delivering the type of education it is known for providing. The hard-earned reputation of GCSU is therefore at risk, along with its quest toward national distinction and preeminence.

Procedures for the Amorous Relationships Policy

1.0 Background, Purpose, and Jurisdiction

The Board of Regents for the University System of Georgia provided an updated [Amorous Relationship Policy]("the Policy")effective September 1, 2022. The Policy states "A University System of Georgia (USG) employee, including a graduate teaching assistant, is prohibited from having romantic or sexual relationship with any student or USG employee who the individual supervises, teaches, or evaluates in any way. Additionally, a USG employee is prohibited from having romantic or sexual relationship with any student or USG employee whose terms or conditions of education or employment the individual could directly affect". This procedure implements the Policy and provides for the following:

- A disclosure process through which employees can identify/report amorous relationships;
- Institutional to rectify current or future conflicts of interest resulting from amorous relationships; and
- A process for prompt, fair, and impartial investigation and resolution of complaints arising under the Policy.

2.0 Disclosure Process

2.1 It is the responsibility of the person in the higher power position to initiate the disclosure. In the case of an employee student relationship, the employee must disclose.

2.2 The relationship must be reported immediately to the appropriate dean, director/department head, or supervisor so that suitable arrangements can be made to avoid current and future conflicts of interest.

2.3 The reporting party employee should provide disclosure in writing to include the following information:
  - Name and status of parties to the relationship
  - Date relationship began
  - Date of disclosure

2.4 The dean, director/department head, or supervisor who receives the disclosure will:
  - Identify any current or future conflicts of interest;
  - Provide a copy of the disclosure and resolution or plan for addressing current or future conflict to human resources;
  - Provide a copy of the disclosure to the Title IX office to avoid any confusion in the event that office receives a complaint about the amorous relationship;
  - Maintain confidentiality of the disclosure to the extent practicable;
  - Consult with a third party for advice/recommendations or further guidance

3.0   Conflict of Interest Resolution and/or Mitigation

3.1   Disclosure of an amorous relationship requires immediate resolution from the dean, director/department head, or supervisor which may include temporary reassignment/removal of supervisory, evaluative, or teaching/instructional responsibilities.

3.2   HR may provide remediation plan for addressing potential or existing conflict of interest should the dean, director/department head, or supervisor cannot determine resolution.

4.0   Complaint

4.1   Report(s) of a potential policy violation should be submitted on the General Complaint Form.

4.2   The General Complaint Form will be reviewed by the Office of Human Resources to determine the appropriate next steps which could include a referral to an investigative triage committee.

4.3   Impacted parties will be notified/involved, as appropriate, to ensure an equitable process.

5.0   Sanctions

5.1   A violation of this policy may subject an employee to disciplinary action, up to and including termination of employment.

Committee Name: Student Affairs Policy Committee

Academic Year: 2022-2023

Committee Charge: 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.

Committee Calendar: 9/2/22, 10/7/22, 11/4/22, 2/10/23, 3/24/23, 4/14/23

Executive Summary: In the 2022-2023 academic year, the Student Affairs Policy Committee discussed and considered a handful of topics. However, none of these topics were deemed urgent, or required motions to be brought to the University Senate floor. In 2022, we discussed topics about promoting preferred student names on Bobcat cards, a general need for the university to improve avenues of communication with students, concerns about mold in dorm rooms, campus events for students post-COVID-19, and problems with student parking. In 2023, we discussed topics about campus crosswalks, syllabus statements for AI generated text, a revised diversity & inclusion syllabus statement from DEIPC, and a need for graduate student orientation events/resources.

Committee Membership and Record of Attendance:
Gregory Glotzbecker, Chair, senator, attended all meetings.
Joyce Norris-Taylor, Vice chair, non-senator, absent 2/10/23.
Kaitley Congdon, Secretary, student, absent 10/7/22.
Gail Godwin, senator, absent 2/10/23.
Amy Pinney, senator, attended all meetings.
Ruth Eilers, non-senator, absent 10/7/22, 2/10/23, 4/14/23.
Paulette Cross, senator, attended all meetings.
Rui Kang, non-senator, attended all meetings.
Kevin Blanche, non-senator, attended all meetings.
Lauren Easom, non-senator, absent 2/10/23, 4/14/23.
Rebecca Meghani, non-senator, absent 2/10/23, 4/14/23.

Motions brought to the Senate floor: None.

Other Significant Deliberation (Non-Motions): One of the main topics discussed by SAPC was the need for improved communication between the university and students. After review, we agreed that the university was communicating well, but the students are not using available platforms such as Frontpage and GC-Connect. The next large topic was the concerns about mold in dorm rooms. This was thoroughly investigated with the help of the director for student housing and the university president. Third-party testing did not confirm the student claims of mold. Next, we discussed the problems associated with campus parking. We spoke with Jon Jackson in parking, and he explained that students are not using parking lots further away on campus. We also learned that part of the issue is from students living on campus, driving to their classes. Lastly, SAPC discussed the lack of orientation resources available on campus for graduate students. We spoke with Paris Story, who is the Assistant Director of the Graduate school. She also identified a need for more resources but indicated that there was a lack of personnel and funding to do more. Soon, the graduate school will be creating an online orientation module for graduate students on GA-View.

Ad hoc committees and other groups: N/A

Committee Reflections: SAPC meetings went well when we had student participation and student speakers. Without student speakers, SAPC did not have much to discuss. In 2022-2023, SAPC sometimes struggled to have student speakers, which was a byproduct of decreased membership in the university student senate. As chair, I spent my time organizing meetings, attending Senate Executive Committee meetings, and networking with other leaders on campus.

Committee Recommendations: For the 2023-2024 academic year, it is important that SAPC continues to work closely with members of the student government. Specifically, the committee needs regular student speakers at the meetings so we can properly address issues and concerns within the student body. It also became clear that it's too much work for the student government president to also serve as the SAPC secretary. In the future, the secretary should be someone else.

Maintenance of crosswalks on campus was the only item that SAPC was not able to address in 2022-2023. It is recommended to revisit this item and connect with Frank Baugh in Facilities Management.

Recommend items for consideration at the governance retreat: 2023-2024 meeting format.

Appendix: Committee Operating Procedures:

1. The Student Affairs Policy Committee (SAPC) is governed by the University Senate bylaws in participating in the shared governance of Georgia College & State University. The members are accountable to the constituents they serve and function as a team to benefit these constituents.
   - Reviews SAPC motions and resolutions before they are submitted for University Senate consideration,
   - Is responsible for the maintenance and dissemination of SAPC meeting minutes.

2. The SAPC members work cooperatively as a team for the good of the University, the University Senate, Student Government Association, and the Committee. To realize this objective, members should
   - Attend and participate in all scheduled meetings,
   - Communicate respectfully, openly, and candidly with each other,
   - Seek out and identify agenda items for discussion from constituents directly related to students, and
   - Copy the committee when communicating on its behalf.

3. Committee Officer Responsibilities
   - Chair
     - Drafts, in consultation with the committee, the tentative agenda for committee meetings
     - Distributes each tentative agenda to the committee via email prior to the committee meeting
     - Be contacted by committee members extending regrets prior to a scheduled committee meeting
     - Presides at committee meetings
     - Entering committee motions proposed for University Senate consideration into the online motion database
     - Advertising committee meeting times and meeting agenda to the university community
     - Presents the SAPC report to University Senate at scheduled University Senate meetings
     - Others as defined/assigned by the committee
   - Vice-Chair
     - Assumes all duties and responsibilities of the Chair in the absence of the Chair
     - Others as defined/assigned by the committee
   - Secretary
     - Position may be held by the SGA president or another SGA designee
     - Be contacted by committee members extending regrets prior to a scheduled committee meeting
     - Drafts, in consultation with the committee, the minutes for committee meetings
     - Posts committee minutes in a manner consistent with University Senate protocol after the minutes have been reviewed by the committee – including any amendments made as a result of the review
     - Others as defined/assigned by the committee

4. Communication
   - Communicate via the sapc@gcsu.edu email list with the 72-hour rule – a member of the SAPC has 72 hours to respond to an issue/proposal to confirm receipt and communicate approval or share constructive suggestions.
   - Notify the committee Chair (Greg Glotzbecker) and/or Vice-Chair (Joyce Norris-Taylor) to extend regrets prior to scheduled committee meetings.

5. Duration of Meetings
   - Committee meetings shall be no more than seventy-five (75) minutes in duration unless otherwise agreed to by a motion to extend the meeting duration.

6. Agenda
   - A tentative agenda for the next meeting of SAPC is drafted by the SAPC Chair and is informed by consultation with the entire committee at least one week prior to the next meeting
   - Agenda items will be prioritized by time-sensitivity and not necessarily reflect their relative importance
   - The tentative agenda is distributed to the committee members, by the SAPC Chair as early in the week of a meeting as possible and is finalized in consultation with the other members of SAPC
   - Drafts of supporting documentation for agenda items are provided to the committee members, and standing committee chairs when appropriate, prior to the meeting whenever possible to encourage and facilitate review prior to the meeting

7. Deliberation and Parliamentary Authority
   - Deliberation is informal until there is a motion for committee consideration in which case Robert's Rules apply
   - The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the SAPC in all cases to which they are applicable and in which they are not inconsistent with the University Senate Bylaws, these operating procedures and any special rules of order SAPC may adopt

8. Quorum & Voting
   - A majority of the SAPC membership shall constitute a quorum
   - Unless otherwise determined by the committee in advance of the vote, a majority vote is necessary for committee approval
   - In all committee votes, the voting threshold is applied to the number of voting members present at the time of the vote *assuming the presence of quorum*

9. Minutes
   - SAPC members review the initial draft of the minutes of SAPC meetings prior to distribution to the University Senate
   - The SAPC Secretary shall prepare a draft of the minutes of each committee meeting and may request guidance from the committee during a meeting to inform the preparation of this draft
   - This draft of the minutes is circulated to the committee for review prior to posting
   - If suggested revisions are offered, the revised minutes are again distributed to the committee for review
   - The minutes are posted as soon as possible after the review process concludes
   - *Except for the minutes of the final meeting of the academic year, the approval of the previous meeting minutes is an item on the agenda of each SAPC meeting*

10. Amendment of these operating procedures
    - These committee operating procedures may be amended by a majority vote at any scheduled committee meeting provided that committee members receive written notification in advance of the meeting at which the proposed revision(s) is/are considered. Any such revision(s) that are approved are effective immediately following the committee vote.

Annual Report

Committee Name: Sub-Committee on Nominations (SCoN)

Academic Year: 2022-2023

Committee Charge:

   V. Section1.D.2. *Duties*. The duties of the Subcommittee on Nominations shall include the following.

   V.Section1.D.2.a. *Executive Committee*. The Subcommittee shall nominate candidates to serve on the Executive Committee for approval by the membership of the University Senate in compliance with V.Section1.A.

   V.Section1.D.2.b. *Standing Committees*. The Subcommittee shall nominate candidates to serve on the Standing Committees of the University Senate for approval by the membership of the University Senate in compliance with III.Section2, IV.Section4, V.Section2.A.2, V.Section2.A.4, and V.Section2.C.

   V.Section1.D.2.c. *Subcommittees*. The Subcommittee shall nominate candidates to serve on any permanent subcommittees of the University Senate, with the exception of the Subcommittee on Nominations, for approval by the membership of the University Senate in compliance with III.Section2, V.Section2.A.3.a and V.Section2.A.4.

   V.Section1.D.2.d. *Officers*. The Subcommittee shall nominate candidates to serve as the officers of the University Senate, specifically the Presiding Officer, the Presiding Officer Elect, and the Secretary, for approval by the membership of the University Senate in compliance with II.Section4.A and II.Section4.B.

   V.Section1.D.2.e. *Compliance Report*. The Subcommittee shall prepare a report that demonstrates that the composition of all committees complies with the requirements of these bylaws. Such a report shall be submitted to the Executive Committee when the initial committee recommendations are made and any time that changes are proposed to committee membership.

Committee Calendar:

The Subcommittee on Nominations (SCoN) conducted business via email and during ECUS/Standing Committee Chair (ECUS/SCC) Virtual Meetings.

Regularly scheduled meetings of ECUS with Standing Committee Chairs

Date	Location	Time
9/2/22	Parks Hall	3:30 pm
10/7/22	Parks Hall	3:30 pm
11/4/22	Parks Hall	3:30 pm
1/6/23	Virtual	3:30 pm
2/10/23	Parks Hall	3:30 pm
3/3/23	Parks Hall	3:30 pm
4/14/23	Parks Hall	3:30 pm

Executive Summary:

1. The SCoN drafted multiple motions for the revised slate of nominees for university senate officers (Secretary, Presiding Officer Elect), university senate committee members (APC, ECUS, FAPC, RPIPC, SAPC, DEIPC) for review and vote at the following meetings:

    a. Friday 16 Sep 2022 3:30p–4:45p, A&S 2-72 (University Senate)
    b. Friday 18 Nov 2022 3:30p–4:45p, A&S 2-72 (University Senate)
    c. Friday 24 Feb 2023 2:00p–3:15p, A&S 2-72 (University Senate)
    d. Friday 17 March 2023 2:00p–3:15p, A&S 2-72 (University Senate)
    e. Friday 28 April 2023 2:00p–3:15p, A&S 2-72 (University Senate)

2. At the Friday 28 Apr 2023 2:00p–3:15p 2022-2023 University Senate meeting, the SCoN held an election to elect Presiding Officer Elect: After Nicholas Creel declined a floor nomination for the office, Catherine Fowler, who was the nominee with the majority of votes and was named the Presiding Officer Elect for 2023-2024 University Senate.

3. For review and vote at the Friday 28 Apr 2023 3:30p–4:45p 2023-2024 Organizational Meeting, the SCoN drafted a motion for the slate of nominees for university senate officers (Secretary, Presiding Officer Elect), university senate committee members (APC, ECUS, FAPC, RPIPC, SAPC, DEIPC), and individuals who will serve as university senate representatives on university committees external to the university senate during the 2023-2024 academic year.

Sub-Committee Membership and Record of Attendance:

V.Section1.D.1. *Composition*. The Subcommittee on Nominations is a subcommittee of the Executive Committee whose members and chair are appointed by the Executive Committee.

Meeting Dates	2022-09-02	2022-10-07	2022-11-04	2023-01-06	2023-02-10	2023-03-03	2023-04-14	Present	Regrets	Absent
Alex Blazer *EFS, CoAS, ECUS Secretary*	P	P	P	P	P	P	P	7	0	0
Catherine Fowler *EFS, CoHS Chair Emerita*	P	R	P	P	P	P	R	5	2	0
Cathy Cox *University President*	R	R	R	R	R	R	R	0	7	0
Jennifer Flory *EFS, CoAS ECUS Chair*	P	P	P	P	P	P	P	7	0	0
Rob Sumowski *EFS, CoE*	P	R	P	P	R	R	P	4	3	0

ECUS Vice-Chair									
Nicholas Creel *EFS, CoB ECUS Member*	P	P	P	P	P	P	P	7	0	0
Lamonica Sanford *EFS, Library ECUS Member*	P	P	P	P	P	P	P	7	0	0
Costas Spirou *Provost*	P	P	P	P	R	P	P	6	1	0
Sarah Myers *EFS, CoAS APC Chair*	P	P	P	P	R	P	P	6	1	0
Linda Bradley *DEIPC Chair*	P	P	P	P	P	P	P	7	0	0
Sabrina Hom *FAPC Chair*	P	P	P	P	P	P	P	7	0	0
Damian Francis *RPIPC Chair*	P	R	P	P	P	R	R	4	3	0
Gregory Glotzbecker *EFS, CoAS SAPC Chair*	P	P	R	P	P	R	P	5	2	0

> V.Section1.D.1.a. *Minimal*. The membership of the Subcommittee on Nominations shall include, but not be limited to the Executive Committee, the Standing Committee Chairs, the Student Government Association President and the Staff Council Chair.

The chair of the SCoN, Rob Sumowski, was appointed by ECUS. The SCoN membership includes the following individuals:

- **Executive Committee**: Alex Blazer, Cathy Cox, Jennifer Flory, Catherine Fowler, Nicholas Creel, Lamonica Sanford, and Costas Spirou
- **Standing Committee Chairs**: Gregory Glotzbecker (SAPC), Linda Bradley (DEIPC), Sabrina Hom (FAPC), Damian Francis (RPIPC), and Sarah Myers (APC)
- **Student Government Association President:** Kaitley Congdon
- **Staff Council Chair**: Ashley Banks

Motions brought to the Senate floor:

Motion Number	Motion Text	Senate Action
2223.CON.001.O	To endorse the revised slate of Senate nominees for the 2022-2023 senators and Senate committee members, as proposed by the supporting documents	Recommend to University President to Approve
2223.CON.002.O	To endorse the revised slate of Senate nominees for the 2022-2023 senators and Senate committee members, as proposed by the supporting documents	Recommend to University President to Approve
2223.CON.003.O	To endorse the revised slate of Senate nominees for the 2022-2023 senators and Senate committee members, as proposed by the supporting documents.	Recommend to University President to Approve
2223.CON.004.O	To endorse the revised slate of Senate nominees for the 2022-2023 senators and Senate committee members, as proposed by the supporting documents.	Recommend to University President to Approve
2223.CON.005.O	To endorse the Slate of Nominees for the 2023-2024 University Senate Officers and Committees as proposed in the supporting documents.	Recommend to University President to Approve

Other Significant Deliberation (Non-Motions):
- *Reviewing Senate Representation by colleges:*
  - We gathered information on the status of members of standing committees.
  - We submitted revised slates of nominees when representatives rolled off, resigned, or joined committees.
  - We obtained the updated 2022-2023 Corps of Instruction from Neil Jones in HR.
  - We then used updated Corps of Instruction to be sure that apportionment was consistent with Senate bylaws.
  - When necessary we contacted deans of colleges to be sure they were aware of Senators whose terms were expiring so that they coordinate necessary elections.

Committee Reflections and Recommendations:
- Our Governance Retreat is scheduled for Monday, August 14, 9:00 a.m.-2:00 p.m. at First United Methodist Church, Milledgeville.
- It is recommended that the Committee Officer Elections and Orientation take place during the senate retreat for any standing committees who did not have a quorum at the organizational meeting in April 2023.
- The outgoing chair of the SCoN has made a draft of the 2023-2024 University Senate Standing Committee Preference and University Committee Survey with the committees updated to reflect the active list.

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2022-2023 ECUS OPERATING PROCEDURES
Endorsed by ECUS at its August 8, 2022 meeting

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1. The Executive Committee of the University Senate
   - is a faculty advisory body to the University President,
   - sets the agenda for regular meetings of the University Senate,
   - is the steering committee of the University Senate,
   - reviews motions and resolutions submitted for University Senate consideration,
   - is responsible for ensuring the implementation of the nomination and (s)election processes for senators, appointees, volunteers, and standing committee officers,
   - is responsible for the maintenance and dissemination of meeting minutes,
   - ensures that governance documents are up-to-date and accessible (including statutes, bylaws, handbooks, and calendars), and
   - archives records of University Senate activities in coordination with the University Archivist.

2. The Executive Committee members will work cooperatively as a team for the good of the University, the University Senate and the Committee. To realize this objective, members should
   - attend and participate in all scheduled meetings,
   - communicate respectfully, openly, and candidly with each other,
   - seek out and identify agenda items for discussion,
   - resist communicating on behalf of the committee without consultation with the ECUS officers, and
   - copy the committee when communicating on its behalf

3. Committee Officer Responsibilities

Chair (Presiding Officer)
   - Drafts, in consultation with the committee, the tentative agenda for committee meetings.
   - Distributes each tentative agenda to the committee via email prior to the committee meeting.
   - Be contacted by committee members extending regrets prior to a scheduled committee meeting.
   - Presides at committee meetings.
   - Ensuring committee motions proposed for University Senate consideration are entered into the online motion database.
   - Ensures committee meeting times and meeting agenda are advertised on the University Senate website.
   - Presents the ECUS report to University Senate at scheduled University Senate meetings.
   - Others as defined/assigned by the committee.

Vice-Chair (Presiding Officer Elect)
   - Assumes all duties and responsibilities of the chair in the absence of the chair.
   - Others as defined/assigned by the committee.

Secretary
   - Be contacted by committee members extending regrets prior to a scheduled committee meeting.
   - Drafts, in consultation with the committee, the minutes for committee meetings.
   - Posts committee minutes in a manner consistent with University Senate protocol after the minutes have been reviewed by the committee – including any amendments made as a result of the review.

- Others as defined/assigned by the committee.

4. Communication
   - Communicate via the ECUS email list with the 72-hour rule – a member of the Executive Committee has 72 hours to respond to an issue/proposal to confirm receipt and communicate approval or share constructive suggestions.
   - Notify the committee chair and secretary to extend regrets prior to scheduled committee meetings.

5. Duration of Meetings
   - Committee meetings shall be no more than seventy-five (75) minutes in duration unless otherwise agreed to by a motion to extend the meeting duration.

6. Agenda
   - A tentative agenda for the next meeting of ECUS is drafted by the ECUS Chair and is informed by consultation with the entire committee just before adjournment of the previous meeting whenever possible.
   - Agenda items will be prioritized by time-sensitivity and not necessarily reflect their relative importance.
   - The tentative agenda is distributed to the committee members, and standing committee chairs when appropriate, by the ECUS Chair as early in the week of a meeting as possible and is finalized in consultation with the other members of ECUS.
   - Drafts of supporting documentation for agenda items are provided to the committee members, and standing committee chairs when appropriate, prior to the meeting whenever possible to encourage and facilitate review prior to the meeting. Unless requested of the ECUS Chair or in the case where the document has not been previously distributed, members will bring their own copies of materials (agenda and supporting docs) to the meeting.

7. Deliberation and Parliamentary Authority
   - Deliberation is informal until there is a motion for committee consideration in which case Robert's Rules apply.
   - The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Executive Committee in all cases to which they are applicable and in which they are not inconsistent with the University Senate Bylaws, these operating procedures and any special rules of order the University Senate or Executive Committee may adopt.

8. Quorum & Voting
   - A majority of the Executive Committee membership shall constitute a quorum. (Article V, Section 1.B)
   - The voting status of each member of ECUS is articulated in the University Senate Bylaws.
   - Unless otherwise determined by the committee in advance of the vote, a majority vote is necessary for committee approval.
   - In all committee votes, the voting threshold is applied to the number of voting members present at the time of the vote assuming the presence of quorum.

9. Minutes
   - ECUS members review the initial draft of the minutes of the University Senate meetings prior to distribution to the University Senate.
   - The ECUS secretary shall prepare a draft of the minutes of each committee meeting and may request guidance from the committee during a meeting to inform the preparation of this draft. This draft of the minutes is circulated to the committee for review prior to posting.

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10. Amendment of these operating procedures
   - These committee operating procedures may be amended by a majority vote at any scheduled committee meeting provided that committee members receive written notification in advance of the meeting at which the proposed revision(s) is/are considered. Any such revision(s) that are approved are effective immediately following the committee vote.

Respectfully submitted,

Rob Sumowski, outgoing 2022-2023.SCoN Chair

July 24, 2023