

**2013-2014 University Senate
Minutes for the 14-Feb-2014 Meeting**

University Senate Officers: Presiding Officer Lyndall Muschell, Presiding Officer Elect Susan Steele, Secretary Craig Turner

PRESENT Angel Abney, Susan Allen, Kay Anderson, Elissa Auerbach, Andrei Barkovskii, Alex Blazer, Scott Butler, Jan Clark, Carrie Cook, Victoria Deneroff, Steve Dorman, Maureen Horgan, Amanda Jarriel, Josh Kitchens, Deborah MacMillan, Macon L. C. McGinley, Julia Metzker, William Miller, Leslie Moore, Lyndall Muschell, Amy Pinney, Jason Rich, Holley Roberts, Vicky Robinson, Doreen Sams, Susan Steele, Amy Sumpter, John R. Swinton, Craig Turner, Carol Ward, Catherine Whelan, Stephen Wills, James J. Winchester, Howard Woodard.

ABSENT Benjamin Davis, David de Posada, Donovan Domingue, Bill Fisher, Doc St. Clair, Tom Toney.

REGRETS Kelli Brown, Victoria Ferree, Douglas A. Goings, Beth McCauley, Daniel McDonald, Cara Meade, Sarah Rose Remmes, Mike Rose, Timothy Smith, Costas Spirou.

GUESTS Carly Jara *Graduate Assistant of the 2013-2014 University Senate*
Nicole DeClouette *Assistant Professor, Department of Special Education and Education Leadership*
Jessica Gore *Admissions Counselor*
Jennifer Graham *Women's Center and Diversity Coordinator*
Nancy Mizelle *Professor of Middle Grades Education*
Wendy Mullen *Professor of Music*
Doug Oetter *Professor of Geography*
Tom Ormond *Associate Provost*
Bob Orr *Chief Information Officer*
Eve Puckett *Human Resources Specialist*
John Sirmans *Parliamentarian of the 2013-2014 University Senate*
Lori Strawder *Assistant Director of Sustainability*
Elaine Whitaker *Department Chair, English and Rhetoric*

CALL TO ORDER: Lyndall Muschell, Presiding Officer of the 2013-2014 University Senate, called the meeting to order at 2:05 p.m.

AGENDA: A **MOTION** to approve the agenda was made and seconded. The agenda was approved as circulated.

MINUTES: A **MOTION** to approve the minutes of the 6 Dec 2013 meeting of the 2013-2014 University Senate was made and seconded. A draft of these minutes had been circulated by university senate secretary, Craig Turner, to the university senate by email for review with no revisions. The minutes were approved as circulated.

PRESIDENT'S REPORT: President Steve Dorman

1. **THANKS**

- a. Let me offer my thanks to all of our faculty and staff who have gone above and beyond in offering help and assistance to make sure that our students and our university community was well cared for in the various times of winter weather over the last few weeks. As I said in my remarks last week, I continue to be so impressed and thankful for the way our staff and faculty approach their work and their willingness to help in times like this.
- b. We know that some students, faculty and staff continue to struggle with the impact of this storm (such as the return of power and downed trees). So I would encourage all who supervise our faculty and staff or instruct our students to continue to be flexible as individuals report back to work and class.

2. **LEGISLATURE**

- a. We continue to monitor the work of the legislature. Currently the planning funds for Beeson renovation remain in the budget and we are thankful for that. There are various other bills that may impact higher education, including the final budget allocation for the USG which we continue to monitor as well. I hope to be able to share more definitive information at the next meeting of the University Senate scheduled for 28 Mar 2014.
3. **DIVERSITY ACTION PLAN**
 - a. As I noted in the State of the University address last week, I have received a draft copy of the diversity action plan which I asked Dr. Womack and her committee to put together. I know that some of you had input into this plan and I am grateful for that. I am looking forward to talking with Dr. Womack in the near future about how we can implement the recommendations of the committee and hopefully begin a dialogue on campus about the recommendations in the plan.
4. **HOMECOMING**
 - a. As you know Homecoming and Alumni weekend will events will occur over the next several days. We will welcome back the graduating class of 1964 to our campus. I encourage you to attend as possible and interact with our alumni and students.
5. **STATE OF THE UNIVERSITY**
 - a. Thanks to all who attended the State of the University Address last week. I hope we can continue the dialogue about some of the directions proposed in that talk.
6. **QUESTIONS?**
 - a. There were no questions from the floor.

PROVOST'S REPORT: Associate Provost Tom Ormond reporting for Provost Kelli Brown

1. **COMMUNITY-BASED ENGAGED LEARNING DIRECTOR SEARCH**
 - a. A national search being chaired by Dr. Bruce Harshbarger is well underway. Application review began 5 Feb 2014. Plan is to have person in place by SACS onsite visit in April.
 - b. Search committee members include: Karen Berman, John Bowen, James Carlisle, Barbara Funke, Jenny Harris, Ashley Torrence, Stephen Wills, J.J. Arias, and Janet Cavin (community member and Director, Baldwin County Family Connection).
2. **J. WHITNEY BUNTING COLLEGE OF BUSINESS DEAN SEARCH**
 - a. The search being chaired by Dean Sandy Gangstead is moving forward with great momentum. Greenwood/Asher search firm has been hired to assist and met with the search committee on campus 6 Feb 2014. The tentative plan is to interview candidates off campus 31 Mar 2014 and 1 Apr 2014, and to bring candidates to campus during the last week of April 2014.
 - b. Search committee members include Christopher Clark, Ken Farr, Lynn Hanson, Yi Liu, Chris Lowery, Tom Moore, Creighton Perme (student member), Amit Poddar, and Rhonda Wood (external university member).
3. **JOHN H. LOUNSBURY COLLEGE OF EDUCATION DEAN SEARCH**
 - a. The search is being chaired by Associate Provost Tom Ormond. The RFP for a search firm has been sent out and responses are due 24 Feb 2014. Once responses are received, they will be reviewed and a search firm will be selected.
 - b. Search committee members include Linda Bradley, Geneva Braziel (external university member), Amy Childre, Keisha Foston, Lisa Griffin (external college member), Chris Greer, Colleen Greathouse (student member), Marcia Peck, and Holley Roberts.
4. **ASSISTANT VICE PRESIDENT FOR INSTITUTIONAL RESEARCH SEARCH**
 - a. This search is being chaired by Dr. Robert Orr (Chief Information Officer) and is having its first meeting at the end of February 2014.
 - b. Search committee members include Bill Fisher, Anita Fraley, Judy Malachowski, Cindy McClanahan, Ken McGill, Ben McMillan, Suzanne Pittman, Michael Rickenbaker, and Stacy Schwartz.

5. **ASSISTANT VICE PRESIDENT OF INTERNATIONAL EDUCATION AND DIRECTOR OF THE INTERNATIONAL EDUCATION CENTER SEARCH**
 - a. This position remains open and how to move forward will be determined within the next month.
6. **SACSCOC/QEP**
 - a. The Focused Report and Quality Enhancement Plan (QEP) are on track to be sent to the Southern Accreditation of Colleges and Schools Commission on Colleges (SACSCOC) onsite committee on or before 24 Feb 2014.
 - b. As a reminder: On 3 Mar 2014 in the Donahoo Lounge from 11:30am to 1:30 pm, President Dorman will be holding a thank you celebration for all the hard work faculty, staff, and students have put into the SACSCOC reaffirmation process. In addition, we will use this time to highlight the QEP which will be a central component in the SACSCOC onsite visit scheduled for 8-9 Apr 2014.
7. **QUESTIONS?**
 - Q1 Where do the assessment data get archived?
 - A1 Assessment data are placed in *Compliance Assist*.
 - Q2 Why does the Assistant Vice President of International Education position remain open?
 - A2 There were two viable candidates to whom offers were extended who ultimately declined for personal reasons. Both of these candidates were highly enthusiastic about the professional opportunities associated with this position.

COMMITTEE REPORTS: The following committee reports were given.

1. **CURRICULUM AND ASSESSMENT POLICY COMMITTEE** (CAPC) – Angel Abney for Cara Meade
Officers: Chair Cara Meade, Vice-Chair Angel Abney, Secretary Deborah MacMillan
 - a. **MOTION 1314.CAPC.009.C (NEW CONCENTRATION PRE-LAW (BA PHILOSOPHY))** On behalf of the committee, Angel Abney presented the motion: *To approve a new concentration for the BA in Philosophy, as proposed by the department of Philosophy and Liberal Studies (PALS). Information regarding the proposal for a concentration in Pre-Law is outlined in the supporting documents.*
 - i. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1314.CAPC.007.R, accessible in the online motion database, was displayed on the big screen. There was one supporting document provided.
 - 1) *Proposal for Concentration in Pre-Law* A pdf file providing the requirements for completing the concentration as well as documenting the approval of the proposal by the College of Arts and Sciences Curriculum and Instruction Committee.
 - ii. **CONTEXTUAL INFORMATION** Angel Abney shared the following information.
 - 1) CAPC reviewed this proposed concentration and recommends its approval by the university senate.
 - iii. **DISCUSSION**
 - 1) QUESTION Does a concentration in one degree program preclude having a concentration with the same name in another degree program?
RESPONSE (University Registrar) No, it does not.
 - 2) QUESTION Might students misconstrue this to mean that they have to major in philosophy if they intend to apply to law school?
RESPONSE (University Registrar) That would be a communication issue.
 - 3) QUESTION Do we want to have a campus-wide conversation on coordinating a pre-law concentration among the variety of programs that might desire its inclusion in their curriculum?
RESPONSE While no authoritative response to this question was forthcoming, it did stimulate further discussion on the floor. The following were discussion points.

- a) The pre-law website was cited and noted that philosophy was not included in the list of prelaw majors at the time of the university senate meeting. A representative of the philosophy proposal indicated that a request for the addition of philosophy into that list of majors was in progress.

Note: During the preparation of these meeting minutes, the university senate secretary inserted text from the section entitled "Prelaw Majors" at the Preprofessional Programs website <http://www.gcsu.edu/preprofessional/law.htm> (Note philosophy is now included).

Most prelaw students at Georgia College major in political science, philosophy, or business administration. However, music education majors, biology, English, history, psychology, and economics majors have all done well in law school after graduating from Georgia College.

- b) The completion of an undergraduate degree with any major would be a viable credential for law school.
- c) Is it a disadvantage to have several majors with a pre-law concentration?
Note: This question was never answered authoritatively.
- d) I support interdisciplinary studies as preparation for law school.
- e) While at least five students majoring in political science applied to law schools (based on anecdotal impressions), the reality is that law schools generally look for two characteristics (1) the applicant's degree program had a high reading expectation (2) evidence that the applicant is really committed to her/his selected major (discipline, field of study).
- f) Does anyone else recall that not too long ago, there was encouragement to remove concentrations from programs of study?

Note: There were five to ten others that verbalized this same recollection.

iv. **SENATE ACTION** Motion 1314.CAPC.009.C was approved.

b. CAPC has no other items of business on which it wishes to report at this time.

2. **SUBCOMMITTEE ON CORE CURRICULUM** (SoCC) – John Swinton

Officers: Chair John Swinton, Vice-Chair Amy Sumpter, Secretary Kay Anderson

a. **Meetings**

- i. SoCC has met two times (in between snow days) to kick off the new year.

b. **Global overlays**

- i. We have one new GC2Y section to report as approved:
 - 1) GC2Y 2000: History of Global Public Health (History Department)
- ii. We have two Global Overlay sections in the pipeline.

c. **Appeal Process under Consideration**

- i. One other item of note:

- 1) We ran into a completely novel situation with the approval of the GC2Y section, History of Global Public Health, which gave rise to the need for a new policy and/or procedure.
- 2) We have not to this time had a situation where a department or college outside of the proposing department (or college) has objected to the passage of a GC2Y section. In this particular case, there was some question as to whether the section was really a history section or a public health section. While, ultimately, the committee concurred that it was a history section and approved it as such, the incident brought to light the fact that there is no set appeals process for any of SoCC's decisions. This oversight could have important ramifications as we continue to add GC1Y, GC2Y and global perspective overlay sections to the curriculum. After some discussion with the Associate Provost and the Chair of CAPC, SoCC has requested that CAPC consider either an amendment to the University Senate Bylaws or a change to its operating procedures that would make it the arbiter of any appeals that result from SoCC decisions.

d. **Questions**

Q1 I thought that GC1Y and GC2Y courses were department neutral and yet you indicate that there was some question about which department “owned” the *History of Global Health* course. Could you clarify that?

A1 Some of the GC1Y and GC2Y courses do have a disciplinary background. There should be a consistency between the course content and the credentials and expertise of the course instructor. In some cases, this could lead to a concern in the context of accreditation.

3. **RESOURCES, PLANNING AND INSTITUTIONAL POLICY COMMITTEE (RPIPC)** – Maureen Horgan

Officers: Chair Maureen Horgan, Vice-Chair Jan Clark, Secretary Benjamin Davis.

a. **Meeting** RPIPC Friday 24 Jan 2014 from 2:00pm to 3:15pm in HSB 211.

b. **MOTION 1314.RPIPC.002.P (SEXUAL MISCONDUCT POLICY)** On behalf of the committee, Maureen Horgan presented the motion: *To recommend the proposed Sexual Misconduct Policy in the supporting document entitled "Sexual Misconduct Policy" as University Policy, and to endorse the guidelines and procedural recommendation made therein.*

i. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1314.RPIPC.002.P, accessible in the online motion database, was displayed on the big screen. There were four supporting documents provided.

- 1) *Sexual Misconduct Policy pdf* A pdf file providing the text of the proposed Sexual Misconduct Policy
- 2) *Sexual Misconduct Policy msword* A Microsoft Word file providing the text of the proposed Sexual Misconduct Policy
- 3) *Excerpts from RPIPC 15 Nov 2013 meeting* A Microsoft Word file providing the documented deliberation on the Sexual Misconduct Policy from the minutes of the 15 Nov 2013 RPIPC meeting.
- 4) *Excerpts from RPIPC 24 Jan 2014 meeting* A Microsoft Word file providing the documented deliberation on the Sexual Misconduct Policy from the minutes of the 24 Jan 2014 RPIPC meeting.

ii. **CONTEXTUAL INFORMATION** Maureen Horgan shared the following information.

- 1) This will replace the existing Sexual Harassment Policy.
- 2) The policy was created by the Sexual Misconduct / Title IX Task Force, including representatives of the Women’s Center, Office of Institutional Equity and Diversity, Legal Affairs, Human Resources, Student Affairs, and Campus Police.
- 3) Dean of Students Andy Lewter and Women’s Center Coordinator Jennifer Graham attended two RPIPC meetings, and Qiana Wilson, Associate General Counsel, attended one. There was considerable discussion and questioning at both meetings, RPIPC suggested no content changes to the proposed policy.
- 4) Andy Lewter and Jennifer Graham are present today to field questions.

iii. **DISCUSSION** There were two questions.

Q1 Could you summarize the proposed revisions to our existing policy?

A1 Yes, this has been a broadening of our current Sexual Harassment policy to include language addressing Sexual Assault, Sexual Exploitation, and Non-Consensual Sexual Contact. This also added language to bring us in compliance with federal guidelines and other documents referenced in Addendum A. Finally, this adds a sexual assault policy for students not presently in our student handbook.

Q2 The incapacitated language seems to apply only to the female victim and not to the accused male. Can you clarify this?

A2 First, this policy articulates that this is not only an issue applying to males accused by females but notes that anyone, male or female, can be a victim and

anyone, male or female, can be accused. The committee concluded that being intoxicated does not preclude responsibility for actions including those that may be viewed as criminal activity. That said, the incapacitation of the accused could conceivably be a point of conversation during the implementation of the *Review and Charges* phase articulated in item I.B. in the *Procedures* section of the *Sexual Misconduct Policy* referenced as Supporting Documents 1 or 2 above.

- iv. **SENATE ACTION** Motion 1314.RPIPC.002.P was approved.
- b. **Next Meeting** RPIPC has two items on the tentative agenda of its 28 Feb 2014 meeting.
 - i. **Background Investigation Policy** This policy will extend the BoR policy to include students who are hired in positions of trust, such as supervising other students or handling money.
 - ii. **Sustainability Council Recommendations** To discuss and possibly endorse the *Recommendations of the Sustainability Council from Fiscal Year 2013*.
- c. **Designated Parking Spaces on Campus** Macon McGinley had received complaints about a possible increase in the number of designated parking spaces on campus. RPIPC looked at data from the past two years, could see a slight increase in designated parking spaces, but it was not known what percentage of the total spaces this represented. RPIPC concluded that this issue was not worth pursuing at this time.
- d. **Smoking Policy** Doug Oetter was to report his progress on support for enforcement of the Smoking Policy, but this may be superseded by a proposed BoR policy which would prohibit the use of all forms of tobacco on USG properties, as well as items such as E-Cigarettes that mimic tobacco use. The BoR may soon vote on this policy, which would go into effect on 1 July 2014. It was to have been addressed at the 11/12 Feb 2014 BoR meeting but the meeting was cancelled due to inclement weather.
- e. **12-month Pay Option** A survey was sent to all Corps of Instruction faculty on 6 Feb 2014, to access faculty interest in this option and whether RPIPC should pursue this item. A reminder will be sent on Monday 17 Feb 2014 and the survey will close on Wed 19 Feb 2014 at 11:59pm. In putting together the information for faculty, we learned that most faculty are unaware that they can currently sign up through Human Resources (HR) to have their monthly paycheck deposited into more than one account. That was included in the information sent with the survey.
- f. **Recycling Initiative** A questions was asked following the RPIPC report at the 6 Dec 2013 meeting of the University Senate for clarification on whether the recycling initiative is saving money, being more efficient, seeing less waste. Doug Oetter, Chair of the Sustainability Council, and Lori Stawder, Assistant Director of Sustainability, are present at today's meeting to give information and field questions.
 - i. Doug Oetter, Chair of the Sustainability Council, comments.
 - 1) **Waste Audits** In 2006, our first waste audit showed that 67% of what we were throwing away at that time was recyclable. In the 2011 waste audit, we had reduced the amount of recycling in residential trash to only 59%, but the recoverable content of admin/classroom waste was up to 80%. This was one of the main motivations behind pushing for more recycling recovery from faculty/staff/classroom space.
 - 2) **Recycling Tonage** During 2011-12, we were getting about 1.2 tons of recycling per month. Since the New Recycling Program came online last summer, we are looking at more like 7.3 tons recycling/month. That's a big improvement, and it means good things for our environment!
 - 3) **Dollars Saved** The New Recycling Program is saving us money too.
 - a) In FY13, we spent \$105,765.56 for waste removal services (this is just trash- we don't pay for recycling hauling).
 - b) In the first 7 months of FY14, we have only spent \$29,936.06 on waste.

- c) This is a reduction from an average of approximately \$8814/month (FY13) for waste hauling to approximately \$4277/month (FY14), which could well mean a savings of approximately \$54,444 per year. Job well done!
- ii. Lori Strawder, Assistant Director of Sustainability, comments.
- 1) The Recycling Program still has a long way to go.
 - 2) Findings are showing contaminated recyclables, where food/drink waste is being mixed with recyclable material. A half-empty can of drink, when mixed with recyclable material, contaminates all of the recyclables.
 - 3) We are currently working on scans of floor plans documenting each bin and their location to be posted on the recycling website <http://www.gcsu.edu/green/recycle.htm>
- iii. **Questions and Comments from the floor**

Q1 Given that my office no longer has a trash can, where should I put trash?

A1 Trash bins are available in common areas such as bathrooms and department work rooms as well as at building exits. We are presently working on building scans of floor plans that document each recycling bin and trash can. We may be adding trash cans or recycling bins as guided by this inventory.

Q2 Will the university issue a trash can to my office if I request one?

A2 No, by the current program, offices are supplied recycling bins not trash cans.

Q3 I have noted that some of the larger spaces that host catered events do not have recycling bins at these events. These include the Magnolia Ballroom, the Centennial Center, and the Macon Graduate Center. Any chance that these common areas can be supplied with recycling bins?

A3 Thank you for sharing this observation, we will take this under advisement.

Other comments from the floor included the following.

- I like the idea of no trash can in offices.
- I purchased a small trash can from the dollar store and use plastic grocery bags as liners and empty these into the common area trash cans routinely. This has proved an economical and convenient solution for me.
- When I am in an unfamiliar setting such as a building in which I do not routinely work, I would find it helpful to have posted signs guiding me to the nearest recycle bin or trash can.

Note: During the preparation of these meeting minutes, the university senate secretary inserted text from the Frequently Asked Questions found at the recycling website (<http://www.gcsu.edu/green/recycle.htm>).

Who do I contact if I have a question?

You can email recycle@gcsu.edu or contact Assistant Director of Sustainability Lori Strawder at 478-445-7016 with any questions or comments.

Why is a recycling bin better than a trash can?

It reflects our values. In addition, trash cans need to be serviced once a day to prevent unpleasant odor and deter pests. Recycling bins only need to be serviced weekly because it is dry materials such as paper, cardboard or plastic. Because 66 percent of what we throw away is recyclable, we are going to swap recycling bins for trash cans. Central trash bins will be added and replace centralized recycling bins.

What happens to all the old trash cans? Can I keep mine?

This plan will result in a need for additional trash bins in common areas – many trash bins will be repurposed to these locations. Unusable bins will be discarded and usable bins will be sent through the surplus process. The university cannot provide a bin for a service we do not provide. For this reason, we ask staff and faculty to not keep their trash bins.

May I bring my own trash bin?

Yes, an employee may choose to bring their own bin to use under their desk. The employee will be responsible for emptying this bin into a common area trash bin in a regular manner to avoid smells and pest problems. Another alternative is to keep a few plastic grocery sacks at your desk. However

we encourage faculty and staff to get in the habit of using recycling in the office and putting waste in the centralized locations.

4. **FACULTY AFFAIRS POLICY COMMITTEE (FAPC)** – Alex Blazer

Officers: Chair Alex Blazer, Vice-Chair Tom Toney, Secretary Bill Fisher

a. **Fact Finding** FAPC has been doing a lot of fact finding.

i. **Old Business**

1) **Pre-Tenure Review** FAPC requested the Office of Academic Affairs to push back the March 1 deadline for completion of Pre-Tenure Reviews since notifications were sent later than usual; and it was determined that the deadline was already moved to May 8 on the notification letter.

2) **Summer Pay Proration Paperwork** A Faculty Workload Work Group has generated a series of questions for both a) Institutional Research regarding teaching loads, the change of class sizes over time, and so forth and b) policies and procedures regarding faculty teaching independent studies, directing theses, and so forth.

ii. **New Business**

1) **Contingent Faculty Participation in Shared Governance** The committee began a discussion of contingent faculty (part-time and full-time faculty who are not tenure-track) participation in shared governance. It appears at first glance that some units include contingent faculty in departmental and university representation while others do not. Questions arose about free speech and service requirements. The committee will contact Institutional Research to determine exact numbers of contingent faculty.

5. **ACADEMIC POLICY COMMITTEE (APC)** – Howard Woodard

Officers: Chair Howard Woodard, Vice-Chair Leslie Moore, Secretary John Sirmans

a. **Motions** APC has no motions to submit for University Senate consideration.

b. **Academic Probation** Discussed a possible motion addressing the recurring academic probation issue. Submitted a draft motion to the University Registrar. After discussion, the University Registrar recommended that we put the motion on hold based on the new professional advisors and review again at a later time. The committee accepted this recommendation.

c. **Academic Calendar (Information Item Only)** The Academic Calendar Committee met and brought forward a proposed academic calendar for 2015-2017 subject to Provost approval.

i. Lyndall Muschell indicated that this proposed calendar is available in the repository accessible with login credentials at the <http://senate.gcsu.edu> page.

d. **Questions**

Q1 Regarding the academic calendar, a four week Maymester spills into June and has housing implications for students. Was there any consideration of this issue by the Academic Calendar Committee?

A1 The Academic Calendar Committee considered only a start date and an end date for the trio of summer terms as it deemed the particular dates for each of the three summer terms (Maymester, Summer I, Summer II) as procedural. The University Registrar reminded those present that former Interim Provost Matthew Liao-Troth revised the summer schedule from a 3-week Maymester and two 5-week summer sessions to make all three sessions four weeks in duration. At present, the University Registrar will be guided by the existing procedure (three 4-week session model) to set dates for summer sessions included within the 2015-2017 academic calendar. The University Registrar commented that if revisions to this procedure are proposed and adopted, then she would be guided by the revised procedure.

Another response from the floor indicated that some students were pleased with the lengthening of the Maymester from three weeks to four weeks as the students could now

take two courses during the 4-week Maymester, whereas in the 3-week Maymester, a second course could be taken only with an approved petition. Continuing conversation made it evident that there was a disparity in the perception of the approval of a student petition to take a second course during the 3-week Maymester. Some noted that such petitions were always approved while others noted that such requests were never approved.

6. **STUDENT AFFAIRS POLICY COMMITTEE (SAPC)** – Doreen Sams

Officers: Chair Doreen Sams, Vice-Chair Amanda Jarriel, Secretary Nicole DeClouette

- a. **Motions** SAPC has no motions to submit for University Senate consideration.
- b. **Meeting** SAPC met on 24 Jan 2014. Four informational items were discussed.
 - i. **Active Military Attendance Policy and Veteran's Center** SAPC is still working on this
 - ii. **Common Meeting Time** The findings from the Student Government Association (SGA) survey of Recognized Student Organizations (RSOs) were very limited. SAPC proposed doing more extensive studies. However, first we need to find out if the common meeting time change actually resolved the space utilization issue. Further, we need to find out if we gather data and the findings indicates a change is needed in the common meeting time to salvage RSO's, what chance the findings have of influencing a change in the common meeting times, if any. This is a question we want to address to the Provost's Office before moving forward with more research.
 - iii. **Student Retention** This is an ongoing topic in SAPC, which we are addressing through consideration of the Active Military Attendance Policy, Veteran's Center and Common Meeting Time.
 - iv. **Sexual Misconduct** This topic was addressed at the 24 Jan 2014 SAPC meeting and Bruce Harshbarger has agreed to send out a mass email to students at the beginning of each academic year informing students about the student handbook and their rights. We are checking with graduate offices to see how they handle informing students of their rights to update the discussion in the next SAPC meeting.

7. **STUDENT GOVERNMENT ASSOCIATION (SGA)** – Victoria Ferree

Officers: President Victoria Ferree, Vice President Sara Rose Remmes, Secretary Caitlin Mullaney, Treasurer Holly Nix

- a. **No Oral Report** was provided as there was no SGA representative in attendance.
- b. **Time Conflict** It was noted from the floor that the Student Government Association meets from 2:00 PM to 3:15 PM every Friday and has a time conflict with meetings of the University Senate.
- c. *Following the meeting, SGA President Victoria Ferree submitted the following update via email.*
 - i. **Late Night Shuttle** The Late Night Shuttle traveling to and from West Campus has been going extremely well.
 - ii. **Student Activity Budget Committee** SABC is getting back together at the start of the spring 2014 semester to discuss allocation of funds.

8. **EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)** – Lyndall Muschell

Officers: Chair Lyndall Muschell, Vice-Chair Susan Steele, Secretary Craig Turner

- a. **Task Forces** Volunteers were solicited for three newly formed task forces:
 - i. Space Utilization Task Force
 - ii. Technology Assisted Task Force
 - iii. Graduate Education Task Force

The representatives for these task forces were finalized and announced. Those of you who were willing to serve in these positions are greatly appreciated.

- b. **Elected Faculty Senator Election Results** Election results from the academic units (Colleges and Library) were shared by email on 7 Feb 2014 with the university community.
- c. **At-Large Election** The At-Large Election Procedures were finalized. A call for nominations was shared with the University Faculty and a reminder sent.
 - i. Nominations will be accepted until 5:00 today, 14 Feb 2014.

- ii. Voting will occur February 19 through 26.
 - iii. Election results will be reported by March 1.
 - d. **Governance Calendar 2014-2015** Work will soon begin on the drafting of the Governance Calendar. Feedback from the Standing Committee Chairs and the Academic Leadership Team has been solicited. Thank you to those who have responded.
 - e. **Celebrating Ten Years of Shared Governance** A committee has been formed to plan a celebration for ten years of shared governance through the University Senate. Catherine Whelan will be chairing this effort.
 - f. **Governance Retreat Planning Committee** Susan Steele agreed to chair the Governance Retreat Planning Committee. Requests for volunteers to serve on this committee will be forthcoming.
9. **SUBCOMMITTEE ON NOMINATIONS** (SCoN) – Catherine Whelan
Officers: Chair Catherine Whelan, Secretary Craig Turner, No Vice-Chair position for this committee.
- a. **MOTION 1314.CN.002.O (SLATE OF NOMINEES FOR 2013-2014 UNIVERSITY SENATE)** On behalf of the committee, Catherine Whelan, SCoN Chair, presented the motion: *To adopt the slate of nominees for 2013-2014 University Senate officers and committees as proposed in the supporting documents.*
 - i. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1314.CN.002.O, accessible in the online motion database, was displayed on the big screen. There were three supporting documents provided.
 - 1) *Slate of Nominees US 2013-14 Revised* A pdf file of the spreadsheet showing all committee members and highlighting in yellow the proposed revisions.
 - 2) *Summary of Revisions to Slate: US 2013-14* A pdf file providing a list of proposed changes to university senate and committee memberships and the dates when the revisions were implemented.
 - 3) *Report on Compliance with US By-laws* A pdf file demonstrating compliance of the proposed slate with all applicable university senate bylaws. This compliance report is required by university senate bylaws.
 - ii. **CONTEXTUAL INFORMATION**
 - 1) Catherine Whelan shared the following contextual information.
 - a) Elissa Auerbach replacing Michael Murphy as a College of Arts and Sciences (CoAS) Elected Faculty Senator and member of CAPC effective 4 Feb 2014. Michael Murphy had resigned from Georgia College and Elissa Auerbach was elected by the Department of Art faculty in CoAS faculty as his replacement.
 - iii. **DISCUSSION** There was no discussion.
 - iv. **SENATE ACTION** Motion 1314.CN.002.O was *approved* with no discussion.
 - b. SCoN has no other items of business on which it wishes to report at this time.
10. **UNIVERSITY SENATE PINS** As Elissa Auerbach is a first-time university senator, Lyndall Muschell took this opportunity to award her a university senator pin.

INFORMATION ITEMS

- 1. **QUALITY ENHANCEMENT PLAN (QEP) UPDATE** – Julia Metzker
 - a. The QEP Task Force is pleased to announce that the Quality Enhancement Plan has been completed.
 - b. ENGAGE, The Georgia College Quality Enhancement Plan (QEP), provides a blueprint for *building a culture of engaged learning* through the development of structured and assessable Community-based Engaged Learning (C-bEL) experiences that connect students with the liberal arts and the wider community. *Through participation in engaged learning experiences, in and beyond the classroom, Georgia College students will develop the knowledge, skills and dispositions to become informed citizen leaders who are prepared to serve the public good, locally and globally.* This plan is the result of an inclusive and deliberative two-year process that sought input from university

constituents (students, staff, faculty, administrators and community members) through discussions and surveys. The chosen theme and goals are closely aligned with the university's unique mission as Georgia's designated Public Liberal Arts University, which strives to provide an education that will "develop the intellectual, professional and civic skills and dispositions that enable graduates to thrive in an information-intensive and diverse global society."

- c. Below are several important dates for SACSCOC accreditation and implementation of ENGAGE.
 - 1) 24 Feb 2014 QEP is submitted to SACSCOC
 - 2) 03 Mar 2014 ENGAGE Launch Event 11:30 to 2pm in Donahoo Lounge
 - 3) 05 Mar 2014 12-1:30pm in Peabody Auditorium
 - i. ENGAGE101 *Everything you wanted to know about ENGAGE and so much more*
 - 4) 8-10 Apr 2014 External evaluators site visit
 - 5) Spring 2014 ENGAGE program applications announced
 - 6) Fall 2014
 - Apprentice Cohort Workshop Series begins
 - Journeyman Mini-grant awards
 - 7) 2014-2019: QEP Implementation
 - workshops & grants
 - assessment of students
 - evaluation of projects
 - communication of results to campus
 - continuous improvement
 - 8) 2019: Impact report submitted to SACSCOC
- d. Minutes from the QEP task force meetings are available at <http://minutes.gcsu.edu>
- e. Questions
 - Q1 During the SACSCOC onsite visit 8-10 April 2014, what do we say about the QEP?
 - A1 First, recall the QEP is called ENGAGE. Second, the launch phase that will be initiated on 3 Mar 2014 will be educating the university community on ENGAGE. Third, your enthusiasm is primary and your perception that the plan was developed in consultation with a variety of campus constituencies.
 - Q2 When I look at the budget, I see \$800,000 allocated for a QEP Director and Office Manager. Isn't that excessive?
 - A2 First, note that the budget for ENGAGE is more substantial over the five year implementation encompassing approximately \$2,400,000. This is pretty typical based on the QEPs from other institutions that were reviewed to inform our work. Second, the Director and Office Manager positions will persist beyond the five-year implementation of ENGAGE as our goal is to institutionalize the building of a culture of engaged learning.
2. **UNIVERSITY SYSTEM OF GEORGIA FACULTY COUNCIL (USGFC)** – Susan Steele
 - a. As Presiding Officer Elect of the 2013-2014 University Senate, Susan Steele serves as the voting representative for Georgia College on the USGFC.
 - b. Susan Steele noted that the 1 Mar 2014 meeting of the USGFC will be hosted by Georgia College. Details regarding the meeting are still in preparation including a tentative agenda and will be shared as they become available. This is an open meeting, so all are welcome to attend.
 - c. Amy Pinney turned to Susan Steele and extended an invitation to all USGFC participants to attend the 1 Mar 2014 at 8:00 pm performance of *Ronald Dahl's Willy Wonka* noting that it was a great show for all ages. Amy Pinney is the Director of this production. Susan Steele expressed appreciation and indicated she would pass this invitation on to USGFC meeting participants.

UNFINISHED BUSINESS: There was no unfinished business.

NEW BUSINESS: There was no new business.

ADJOURN:

1. **ATTENDANCE AND THE SIGN-IN SHEET** Lyndall Muschell requested that each individual present at the meeting sign the university senator attendance sheet or guest sign-in sheet on their way out if they hadn't already signed in.
2. **MOTION TO ADJOURN** As there was no further business, a motion to adjourn was made, seconded, and approved. The meeting was adjourned at 3:14 p.m.