

University Senate ECUS Committee Annual Report

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

Academic Year: 2014-2015

Committee Charge:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Committee Calendar:

Regularly scheduled meetings of ECUS

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

Regularly scheduled meetings of ECUS wiith Standing Committee Chairs

Date	Location	Time	Minutes Link
8/22/14	Parks Hall, Room 301	2:00 pm	August 22, 2014 Minutes
10/3/14	Parks Hall, Room 301	2:00 pm	October 3, 2014 Minutes
11/14/14	Parks Hall, Room 301	2:00 pm	November 14, 2014 Minutes
1/23/15	Parks Hall, Room 301	2:00 pm	January 23, 2015 Minutes

2/27/15 Parks Hall, Room 301 2:00 pm [February 27, 2015 Minutes](#)
 4/3/15 Parks Hall, Room 301 2:00 pm April 3, 2014 Minutes

Executive Summary:

Recurring Activities of ECUS	ECUS Accomplishments	Tasks Requiring Follow-up
<ul style="list-style-type: none"> • Held organizational meeting to elect committee officers in Spring 2014 • Named John Sirmans as Parliamentarian for 2014-15 year • Named Carter Shadden as graduate assistant for year. • Offered orientation for standing committee officers. • Provided a one-day retreat at Rock Eagle 4-H center for all senators and senate volunteers. • Named John Swinton chair of Sub-committee on Nominations (SCoN) and designated entire ECUS membership as the membership of the SCoN. • Received and posted operating procedures for standing committees of the Senate. • Prepared and disseminated agendas for ECUS, ECUS with SCC and Senate meetings. • Prepared and disseminated minutes of ECUS, ECUS with SCC and Senate meetings prior to meeting in which approval was on the agenda, and archived final approved minutes in university database. • Met as scheduled with standing committee chairs and steered issues to the appropriate sub-committee when presented to ECUS. 	<ul style="list-style-type: none"> • Obtained support of President Steve Dorman and Provost Kelli Brown for 1 course release per semester for the Senate Presiding officer. • Obtained commitment from Provost Kelli Brown to allocate a portion of time for one of the administrative assistants to provide Senate support in lieu of a graduate assistant starting in academic year 2015-2016. • Allocated meeting times for departmental and college meetings in the governance calendar. • Obtained Provost support for 2015 Senate retreat date with this date as a “blackout” date for required college or departmental activities. • Placed Presiding Officer on the Risk Advisory Task Force. • Reviewed a draft plan for revision of the Senate electronic tools prepared by Dolt. • Resolved SoCC bylaws concerns expressed by President Dorman and ratified revised bylaws. • Prepared editorial corrections of bylaws. • Provided for university participation in the University System of Georgia Faculty Council (USGFC) fall and spring meetings. 	<ul style="list-style-type: none"> • Seek replacement of the electronic tools with new tools developed by Dolt team members. • Continue advocating for Senate representation on all search committees, task forces, and other advisory groups. • Collect and analyze data regarding meeting “regrets” due to schedule conflicts with departmental, college, or other campus events for both full senate and standing committees. • Continue to work with Senior Associate Provost for Academic Affairs and Director of Graduate Studies to integrate activities of University Senate, CAPC, and newly formed Graduate Council. • Form a task force to address the recommendations obtained from the audit of Senate procedures and website. • Prepare plan for transition from a graduate assistant to support from an Administrative Assistant in Academic Affairs. • Implement a faculty listserve to include: <ul style="list-style-type: none"> ○ Rules of netiquette ○ Defined purposes ○ Volunteer moderator

Recurring Activities of ECUS	ECUS Accomplishments	Tasks Requiring Follow-up
<ul style="list-style-type: none"> • Prepared apportionment of elected faculty Senators based on report from Provost's office and communicated to Deans of each college. • Provided oversight to elections of college and at-large Senators. • Prepared 2015-2016 Governance calendar with input from Academic leadership team. • Obtained recognition certificates for outgoing Senators and Senate volunteers. • Established an April 27th due date for committee annual reports and approved continued use of the report template used in previous academic years. • Received and archived annual reports. • Facilitated organizational meeting for incoming Senate. • Appointed John Swinton as chair of the retreat planning committee. Named [REDACTED] as committee members. • Continued to have Presiding Officer represent University Senate at the Academic Leadership Team meetings held by the Provost. 	<ul style="list-style-type: none"> • Obtained commitment from President Dorman and Provost Brown to reactivate an online repository for all university committees and task forces to promote transparency. • Initiated dialogue to resume having a faculty listserve. Awaiting a volunteer faculty moderator. • Participated in an audit process of the University Senate archives and procedures. • Initiated a process of recommending an implementer when forwarding an approved motion to the President for approval. • Worked with Chief Information Officer Robert Orr to have Governance calendar linked to the "Campus Resources" page available in Unify. • Revised order of agenda items for full Senate meetings to create a more timely meeting. • Obtained permission from both Provost and President to release their Senate reports prior to the distribution of minutes. • Obtained data from Senate volunteers regarding type of recognition they would like to receive for their work on Senate. • Presiding officer represented University Senate in the President's Strategic Planning training session. 	<ul style="list-style-type: none"> • Develop plan for regular review and revision of the PPPM by Senate Committees. • Advocate for continued presence in strategic planning initiatives for the University.

Recurring Activities of ECUS	ECUS Accomplishments	Tasks Requiring Follow-up
	<ul style="list-style-type: none"><li data-bbox="634 222 1008 327">• Presiding officer represented University Senate at Fraud Awareness panel discussion.	

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Committee Membership and Record of Attendance:

1. Aggregate Attendance at ECUS Meetings

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

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

2. Aggregate Attendance at ECUS Meetings with Standing Committee Chairs

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

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

Motions brought to the Senate floor from the Executive Committee

Motion Number: 1415.EC.001.P	Motion Statement: To recommend adoption of the proposed Georgia College Service Recognition policy as described in the attached document in place of the existing Service Recognition Policy.
ECUS Deliberation: February 27, 2015 meeting	ECUS Vote Outcome: Unanimous vote to approve placement on the agenda for Senate meeting on 3.27/15 for Senate to act as a committee of the whole.
Senate Deliberation: March 27, 2015	Senate Action: Ratified by Senate with 2/3 majority. Signed by presiding officer and sent to University President Dorman for approval
Action: March 30, 2015	Action taken: Signed by Senate president and sent to University President Dorman with recommendation that Human Resources serve as the implementer of the policy.
Link to motion: Georgia College Service Recognition Policy	

Other Significant Deliberation (Non-Motions):

Short summary of each issue that consumed a significant amount of committee time. ALL: What activities would you like to include in this section of the report.

Ad hoc committees and other groups:

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

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

Committee Reflections:

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

Committee Recommendations:

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

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

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

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

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

Recommend items for consideration at the governance retreat:

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

Appendix: Committee Operating Procedures

The operating procedures for ECUS are archived at http://senate.gcsu.edu/sites/senate.gcsu.edu/files/2014-15_ECUS_OpProcs_FINAL.pdf

Craig – do you have the operating procedures in a Word document format that we can copy and paste in this document?

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