COMMITTEE NAME: EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS) WITH STANDING COMMITTEE CHAIRS
MEETING DATE & TIME: 22 AUGUST 2014; 3:30 –4:45
MEETING LOCATION: 301 PARKS ADMINISTRATION BUILDING

ATTENDANCE:

MEMBERS		"P" denotes Present, "A" denotes Absent, "R" denotes Regrets	
P	Kelli Brown (Provost)	P	Susan Steele (CoHS, ECUS Chair)
P	Ben Davis (Library)	P	John Swinton (CoB, ECUS Vice-Chair)
R	Steve Dorman (University President)	P	Tom Toney (CoAS, FAPC Chair)
P	Macon McGinley (CoAS, SAPC Chair)	P	Craig Turner (CoAS, ECUS Secretary)
P	Ben McMillan (CoB, RPIPC Chair)	P	Stephen Wills (CoE, CAPC Chair)
P	Lyndall Muschell (CoE, ECUS Chair Emeritus)	P	Howard Woodard (CoB, APC Chair)

GUESTS:
James Carlisle (Director of Enterprise Systems)
Kelly Rickman (Application Systems Analyst, Enterprise Systems)
Carter Shadden (Graduate Assistant of the 2014-2015 University Senate)
David Smith (Enterprise Architect Specialist, Enterprise Applications)

	Italicized text denotes information from a previous meeting.		
	*Denotes new discussion on old business.		

AGENDA TOPIC	DISCUSSIONS & CONCLUSIONS	ACTION OR RECOMMENDATIONS	FOLLOW-UP {including dates/responsible person, status (pending, ongoing, completed)}
I. Call to order	The meeting was called to order at 3:30 pm by Susan Steele (Chair).		
II. Approval of Agenda	A **MOTION** *to approve the agenda* was made and seconded.	The agenda was approved as circulated.	

III. Approval of Minutes	As there were no previous meetings of ECUS-SCC during this academic year, there were no ECUS-SCC minutes to review.		
IV. Reports			

Electronic Tools for the University Senate
 	
David Smith and
Kelly Rickman
	1. **Supporting Document** A handout was distributed to those present as a supporting document for this report and is included as a supporting document to these minutes.
	2. **The Plan** David Smith summarized the plan for applying fixes to the electronic tools of the university senate. Highlights
	   a. **The Team** We have assembled a team and the rewrite is in progress.
	   b. **Existing** The existing electronic presence of the university senate includes multiple sites: public site (senate.gcsu.edu), the online motion database, official meeting minutes (minutes.gcsu.edu), online senator database, and the green page (us.gcsu.edu).
	   c. **Proposed** Our intent is to collect all these sites into a convenient one-stop electronic presence for university senate. Among our goals are a consistent user experience, an easy to manage site, a customizable set of tools, efficiency, security, updated hardware and software and enhanced disaster recovery.
	   d. **Suggestions Invited** We invite your suggestions today during this presentation. If you have suggestions following this presentation, please		

funnel them through your point person Craig Turner who we will forward them to us.

3. **The Demo** Kelly Rickman provided an overview of the proposed site as described by David Smith and provided a demo of the work-in-progress draft showing the front end (what the public/user will see) and the back end (what the system administrator will see). She indicated that the design is still fluid and likely to change as development continues and reiterated the invitation for suggestions. The main sections of the new electronic presence will be the public site (what anyone in the world will see), the members site (the portion of the site behind unify credentials), motions (the recasting of the online motion database), file repository (the recasting of the current repository), archives (the recasting of the green page).

4. **Questions**
   a. **Q1 Access** At present, when one uses a search engine such as google to seek university senate at gcsu, the page senate.gcsu.edu is not among the hits returned. Will this be improved?
   A1 Yes, we can make an effort to optimize the electronic presence to make it more readily findable by search engines both internal and external to the university.
   b. **Q2 Timeline** How soon will the new versions and electronic fixes be available?

	A2 Our plan is to develop in stages and release certain stages as they are finalized. The stage that is likely to be the most time-consuming is recasting the online motion database. c. **Q3 Timeline** Is it likely that the entire site can be released and available by the close of the 2014-2015 academic year? **A3** Yes. That is a very realistic expectation to have for this project. 5. **Thank You** Prior to concluding the presentation, David Smith and Kelly Rickman expressed their appreciation for the time to share the update on the status of the development of a university senate electronic presence.		
President's Report	As President Dorman had extended regrets and was unable to attend this meeting, there was no President's Report.		
Provost's Report	1. **Academic Year** Another great academic year is off to a fantastic start. 2. **Entering Students** The entering students for this semester include a largest ever freshman class, international students, and Bridge Scholars (conditionally admitted freshmen who were nominated and selected for this transitional support program and if successful in passing all courses in the intensive five-week summer program with a "C" or better earn full admission). 3. **Graduate Studies** The Graduate Task Force made recommendations regarding the graduate programs on campus. Among		

	these recommendations were to have a point person to oversee graduate studies. Associate Provost Tom Ormond has been assigned this responsibility and graduate education is already more robust under his leadership. Additional reorganizational changes whose implementation is in progress were also informed by the work of the Graduate Task Force, a group which remains active.		
Academic Policy Committee (APC) **Howard Woodard**	1. **Motions** APC has no motions to submit for University Senate consideration at its 12 Sep 2014 meeting. 2. **Officers** The 2014-15 CAPC officers are Howard Woodard (Chair), Donovan Domingue (Vice-Chair) and John Sirmans (Secretary) 3. **Course Delivery** Definitions of Hybrid, Partial, Online, etc. (five categories based on the proportion of class that is offered as face-to-face) a. **Discussion by ECUS-SCC** This will be added in the instructional methods field for each course section effective Spring 2015 as an internal banner code. This method of delivering a course is not documented on the student transcript. How this will be advertised within PAWS is yet to be determined. There will be training for department chairs and department secretaries on this.		

	4. **Mentoring** Given that we now have professional advising, faculty will mentor (rather than advise) student majors. If this mentoring activity is to be evaluated, how will it be measured? How (if at all) will this be considered in faculty evaluation? 5. **Final Exam Schedule** could it be improved? In particular, what about reading days? APC deliberation on this matter is still in progress. 6. **Accommodating Students** APC will continue its deliberation on the question of guidelines on accommodating students who miss a block of class meetings near the beginning of the semester. The main question is: What should be the threshold (how much class meeting time missed) that would trigger recommendation for the student to drop the class and take it in a later semester? 7. **Question** Will the items APC deferred last year within the 2013-14 APC annual report be revisited during 2014-15? **Answer** No, we will defer these items until they can be informed by another year of professional advising experience.		
Curriculum and Assessment Policy Committee (CAPC) **Stephen Wills**	1. **Motions** CAPC has no motions to submit for University Senate consideration at its 12 Sep 2014 meeting. 2. **Officers** The 2014-15 CAPC officers are Stephen Wills (Chair), Bill Miller (Vice-Chair) and Juan Ling (Secretary). 3. **Curricular Issues** There are no curricular issues awaiting our approval at this time.		

	4. **CAPC as SoCC Arbiter** In the CAPC meeting we did discuss revising our operating procedures to include an appeals process for SoCC decisions. The committee agreed that those objecting to a decision made by SoCC may submit a written appeal to CAPC. They must do so within ten business days of the SoCC decision. At least three faculty members must sign the appeal. 5. **Assessment** CAPC also discussed the changing culture of the university toward an increased emphasis on assessment and discussed assessment issues related to our recent SACS report.		
Faculty Affairs Policy Committee (FAPC) **Tom Toney**	1. **Motions** FAPC has no motions to submit for University Senate consideration at its 12 Sep 2014 meeting. 2. **Officers** The 2014-15 RPIPC officers are Tom Toney (Chair), Barbara Roquemore (Vice-Chair) and Carol Sapp (Secretary). 3. **Organizational** The 22 Aug 2014 FAPC meeting was primarily organizational. We both elected a committee secretary and reviewed tentative agenda items for the 2014-15 academic year. 4. **Post-Tenure Review** The 2013-14 FAPC received a set of proposed revisions to the Post-Tenure Review policy too late in the academic year to allow time for their review. These proposed revisions were received again from Presiding Officer Susan Steele and appear to be basic and editorial in nature. FAPC will review these proposed revisions at a future committee meeting.		

	5. **Contingent Faculty** Deliberation on the participation in shared governance by contingent faculty is continuing from 2013-14. FAPC plans to inform its ongoing deliberation with preferences and opinions of those faculty holding contingent appointments. Contingent faculty are any faculty not on tenure-track and include but are not limited to instructors, lecturers, senior lecturers, part-timers, and graduate teaching assistants.		
	6. **Items from the Governance Retreat** At the committee session of the 15 Aug 2014 governance retreat, three tentative agenda items were identified: (1) concerns were raised about the ongoing program prioritization, (2) concerns about the recently announced change for student opinion surveys (minimum of two courses surveyed replacing all courses surveyed), and (3) pre-tenure review (giving this the same kind of thorough review recently given to post-tenure review by FAPC).		
Resources, Planning and Institutional Policy Committee (RPIPC) **Ben McMillan**	1. **Motion** RPIPC has no motions to submit for University Senate consideration at its 12 Sep 2014 meeting. 2. **Officers** The 2014-15 RPIPC officers are Ben McMillan (Chair), Jan Clark (Vice-Chair) and Brittiny Johnson (Secretary). 3. **Staff Training** Members of the committee have expressed an interest in inquiring about the availability of faculty to be used in training of staff. A survey of training needs has been conducted by the Staff Council. RPIPC would like to pursue a follow-up survey for faculty to match		

	needs, skills, and availability to provide training. Efforts will be made to work with the Coordinator of Training (once the person has been hired). 4. **Faculty to Faculty List Serve** At the organizational meeting of the university senate last spring, a request was made to examine reinstating the Faculty to Faculty Listserve. The function of the Listserve would be to increase communications to members of the faculty beyond the current Sale List. 5. **Class Prerequisites** Examine the feasibility of a policy that requires departments using prerequisites or electives outside of their college for their major or certificate programs to inquire of the availability in the class sections requested. The Accounting Department in the College of Business had a 60 student plus waiting list for Principles of Accounting (Acct 2101) for the Fall of 2014. 28 students were enrolled in these class sections from majors outside of the Business School. Policy would not be based in the academic requirement of the class but be focused simply on capacity and availability to teach the sections.		
Student Affairs Policy Committee (SAPC) **Macon McGinley**	1. **Motions** SAPC has no motions to submit for University Senate consideration at its 12 Sep 2014 meeting. 2. **Officers** The 2014-15 SAPC officers are Macon McGinley (Chair), Amy Pinney (Vice-Chair) and Nicole DeClouette (Secretary). 3. **Sexual Misconduct Policy** Guest speakers from the Women's Center		

	addressed concerns raised by faculty and students and provided an overview of its educational initiatives around the campus.
	4. **Tobacco Free Campus** Overview of implementation of policy, which goes into effect 1 Oct 2014.
	5. **Postponed to the next SAPC meeting**
	  a. Resolution to support full-time LGBT coordinator, as SGA did in Spring 2014.
	  b. Resolve discrepancies in freshmen residency requirements as stated on the Admissions and University Housing web pages.		

Executive Committee of the University Senate (ECUS) **Susan Steele**	1. **Motions** ECUS has no motions to submit for University Senate consideration at its 12 Sep 2014 meeting, However, SCoN (Subcommittee on Nominations) will have one motion. This motion is dealing with the replacements to university senate and its committees since the 2 May 2014 organizational meeting of the 2014-15 University Senate. 2. **Officers** The 2014-15 ECUS officers are Susan Steele (Chair), John Swinton (Vice-Chair) and Craig Turner (Secretary). 3. **Elected Secretary** Craig Turner was elected to serve as the secretary of the executive committee for 2014-2015. 4. **Operating Procedures** During its session at the governance retreat, the members of the 2014-2015 ECUS agreed to adopt the operating procedures from the 2013-14 ECUS. Those procedures were formally adopted at the ECUS meeting earlier today.		

5. **Annual Report** ECUS members spent time reviewing the annual report of the 2013-14 ECUS. The executive summary and committee recommendations sections were of particular assistance in identifying tentative agenda items for the 2014-2015 ECUS.

6. **Task Force Updates** There are some university-wide committees and task forces on which the university senate is represented. Updates from each of these task forces were provided. For details, see the 22 Aug 2014 ECUS meeting minutes.

7. **Governance Retreat** ECUS members reviewed a draft of the governance retreat report, specifically the retreat evaluation survey responses and recommendations for the 2015 retreat.

8. **University Senate Budget**
   a. The university senate budget includes a $500 in foundation funds and $5000 in operating funds.
   b. ECUS members agreed to allocate funds from the university senate budget to pay the outstanding bills for the retreat, including transportation ($390.00 for the bus) and printing ($151.45 for supporting documents).

9. **Subcommitttee on Nominations (SCoN)**
   a. **Membership & Chair** The university senate bylaws charge the Executive Committee to appoint the membership and chair of SCoN. The following appointments were made.
      i. Members The SoCC Chair in addition to the minimum membership (all ECUS members,

standing committee chairs, the Staff Council Chair, and the Student Government Association President) prescribed by the university senate bylaws

    ii. <u>Chair</u> John R. Swinton

  b. **Motion** A motion from SCoN is needed for the 12 Sep 2014 meeting of University Senate to nominate replacements for any vacant positions on university senate committees resulting from resignations since the 1 May 2014 organizational meeting of the 2014-15 University Senate. The specifics nominations are

    i. Katie Simon to replace Alex Blazer as a voting member of FAPC for the 2014-2015 academic year

    ii. Patrick Simmons to replace Yi (Cathy) Liu as a voting member of SoCC for the 2014-2015 academic year.

Katie Simon has been elected by the Department of English and Rhetoric to complete the 2013-2016 term of service of elected faculty senator Alex Blazer, who had resigned his elected faculty senator position when he received notification that his request for a professional leave had been approved.

10. **University Senate Admin Support**

  a. Provost Kelli Brown proposed that effective with the 2015-2016 academic year, the Office of Academic Affairs provide administrative support for the

	University Senate. The members of the Executive Committee endorsed this proposal formally by unanimously approving the following motion b. **MOTION** *To accept the commitment from the Office of Academic Affairs to provide resources to support the University Senate in the following two ways:* i. *One three-hour course release per semester for the Presiding Officer of the University Senate* ii. *Administrative Assistant in the Office of Academic Affairs to provide support (approximately ten hours per week anticipated) and this support replaces the graduate assistant position for the University Senate.*		
V. Information Items Actions/Recommendations			
Standing Committee Agendas **Susan Steele**	Susan Steele requested that standing committee chairs copy her on the distribution of agendas for future standing committee meetings during the 2014-15 academic year.		
University Senate Budget **Susan Steele**	1. Susan Steele noted that the university senate budget includes $500 in foundation funds and $5000 in operating funds. 2. Susan Steele indicated her intent to include an update on the university senate budget at each scheduled meeting of the University Senate.		
Choose Health Event **Susan Steele**	1. Susan Steele indicated that she had been asked for University Senate support for the Choose Health Event. Details on the nature		

	of the support are primarily in promoting awareness of the event. 2. Promotional details will be forthcoming.		
SoCC Bylaws **Susan Steele**	Susan Steele noted that at the 24 Apr 2014 meeting of the University Senate, revisions to the university bylaws pertaining to the Subcommittee on the Core Curriculum (SoCC) were recommended to President Dorman by the University Senate. This recommendation has not yet received action (approval, veto) by President Dorman as he desires additional information on a couple of the details: in particular the definition of the term teaching representative. As President Dorman had extended regrets and was unable to attend this meeting, consideration of this matter was postponed to a future meeting of ECUS or ECUS-SCC.		
Email Listservs for the University Senate **Craig Turner**	Eleven email listservs support communication among the university senate and its committees: one list for the university senate, eight lists for the various committees, one for committee chairs, and one for committee officers. Craig Turner, owner (keeps subscriptions current) of these lists, circulated the most up-to-date draft of the memberships of these lists. *Following the meeting. Craig Turner circulated by email an updated version of these lists to the Executive Committee and Standing Committee Chairs.*		
VI. Unfinished Business **Review of Action &** **Recommendations, Provide** **updates (if any) to Follow-up**	There were no items of unfinished business.		

VII. New Business Actions/Recommendations			
University Senate Agenda and Minutes Review	1. **Tentative Agenda 12 Sep 2014**: Based on the committee reports at this meeting, a. **Motions** There will be one motion on the agenda of the 12 Sep 2014 meeting of the University Senate, specifically i. SCoN (1) Committee Memberships b. **Reports** Administrative reports and committee reports will also be agenda items. 2. **University Senate Minutes Review**: A **MOTION** *that the DRAFT minutes of the 2 May 2014 University Senate meeting be circulated for university senator review* was made and seconded.	The motion (circulate minutes) was approved. *Following the meeting, an amendment to these university senate minutes was offered to include documentation of a question about students as part of the John Hachtel report. This language was incorporated prior to the minutes being circulated for university senator review.*	1. Susan Steele to draft the tentative agenda of the 12 Sep 2014 meeting of the University Senate. 2. Motion to be entered into the online motion database by SCoN (1). 3. Craig Turner to circulate the DRAFT minutes of the 2 May 2014 meeting of the University Senate to university senators for review.
VIII. Next Meeting (Tentative Agenda, Calendar)			
1. Calendar	12 Sep 2014 @ 3:30pm Univ. Senate A&S 2-72 3 Oct 2014 @ 2pm Univ. Senate committees 3 Oct 2014 @ 3:30pm ECUS/SCC Parks 301		
2. Tentative Agenda	Some of the deliberation today may have generated tentative agenda items for future ECUS and ECUS-SCC meetings.		Susan Steele will ensure that such items are added to agendas of the appropriate ECUS and/or ECUS-SCC meetings.
IX. Adjournment	As there was no further business to consider, a **MOTION** *to adjourn the meeting* was made and seconded.	The motion to adjourn was approved and the meeting adjourned at 4:54 pm.	

Distribution:
First;   To Committee Membership for Review
Second: Posted to the Minutes Website

Approved by:_____
Committee Chairperson (Including this Approval by chair at committee discretion)

COMMITTEE NAME: EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)
COMMITTEE OFFICERS: SUSAN STEELE (CHAIR), JOHN R. SWINTON (VICE-CHAIR), CRAIG TURNER (SECRETARY)
ACADEMIC YEAR: 2014-2015

AGGREGATE ATTENDANCE RECORD FOR MEETINGS OF THE EXECUTIVE COMMITTEE AND STANDING COMMITTEE CHAIRS
"P" denotes Present, "A" denotes Absent, "R" denotes Regrets

Acronyms	EFS = Elected Faculty Senator; CoAS = College of Arts & Sciences, CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences										
Meeting Dates	08-22-14										
Kelli Brown *Provost*	P										
Ben Davis *EFS; Library*	P										
Steve Dorman *University President*	R										
Lyndall Muschell *EFS; CoE; ECUS Chair Emeritus*	P										
Susan Steele *EFS; CoHS; ECUS Chair*	P										
John Swinton *EFS; CoB; ECUS Vice-Chair*	P										
Craig Turner *EFS; CoAS; ECUS Secretary*	P										
Howard Woodard *EFS; CoB; APC Chair*	P										
Stephen Wills *EFS; CoE; CAPC Chair*	P										
Tom Toney *EFS; CoAS; FAPC Chair*	P										
Ben McMillan *EFS; CoB, RPIPC Chair*	P										
Macon McGinley *EFS; CoAS, SAPC Chair*	P										

_____
CHAIRPERSON SIGNATURE   DATE _____-
(Including this Approval by chair at committee discretion