

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

MEETING DATE & TIME: 3 OCTOBER 2014; 3:30 –4:45

MEETING LOCATION: 301 PARKS ADMINISTRATION BUILDING

ATTENDANCE:

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| MEMBERS | “P” denotes Present, “A” denotes Absent, “R” denotes Regrets |
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| R | 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) |
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| <p>GUESTS: Carter Shadden (Graduate Assistant of the 2014-2015 University Senate) Amy Sumpter (Vice Chair, Subcommittee on the Core Curriculum)</p> |
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| <i>Italicized text denotes information from a previous meeting.</i> | |
| *Denotes new discussion on old business. | |

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

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| III. Approval of Minutes | A <u>MOTION</u> to approve the minutes of the 22 Aug 2014 meeting of the Executive Committee with Standing Committee Chairs was made and seconded. A draft of these minutes had been circulated to the meeting attendees via email with no revisions offered. Thus, the minutes had been posted as circulated to the minutes.gcsu.edu site. | The 22 Aug 2014 Executive Committee with Standing Committee Chairs minutes were approved as posted, so no additional action was required. | |
| IV. Reports | | | |
| 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 | As Provost Brown had extended regrets and was unable to attend this meeting, there was no Provost's Report. | | |
| Academic Policy Committee (APC) Howard Woodard | <ol style="list-style-type: none"> 1. <u>Motions</u> APC has no motions to submit for University Senate consideration at its 24 Oct 2014 meeting. 2. <u>Officers</u> The 2014-15 APC officers are Howard Woodard (Chair), Donovan Domingue (Vice-Chair) and John Sirmans (Secretary) 3. <u>Mentoring</u> Given that we now have professional advising, faculty will mentor (rather than advise) student majors. APC discussed this agreeing that this should be <ol style="list-style-type: none"> a. administered at the department level b. rewarded if done but not penalized if not done as some faculty may not really be good at mentoring 4. <u>Academic Calendar/Exam Schedule</u> <ol style="list-style-type: none"> a. APC discussed this matter and decided to form a work group to investigate academic calendars at other USG | | |

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| | <p>institutions as well as the USG policies and procedures pertaining to academic calendars and report back at the next APC meeting.</p> | | |
| <p>Curriculum and Assessment Policy Committee (CAPC) Stephen Wills</p> | <ol style="list-style-type: none"> 1. Motions CAPC has no motions to submit for University Senate consideration at its 24 Oct 2014 meeting. 2. Officers The 2014-15 CAPC officers are Stephen Wills (Chair), Bill Miller (Vice-Chair) and Juan Ling (Secretary). 3. Global Overlays The 3 Oct 2014 CAPC meeting was largely spent discussing strategies to address issues dealing with the global overlay. <ol style="list-style-type: none"> a. Current Requirement The GC core curriculum currently requires students obtain three exposures to Global Perspectives by completing courses (or study abroad experiences) that carry the overlay. Through a standing waiver, transfer students are required to complete only one global overlay. b. Current Realization While the majority of students are able to obtain three exposures to the overlay, a significant minority of students slated to graduate Spring 2015 are projected to not have completed at least one of the three required exposures. This issue is particularly germane to students in majors that do not have courses in their curriculum with a global overlay and students that transfer to Georgia College. c. Waiving Overlay CAPC and SoCC support waiving the global overlay requirement for students slated to | | |

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| | <p>graduate in the 2014-2015 academic year who have been unable to complete the requirement. The registrar's office estimates this affects a minimum of 80 students.</p> <p>d. <u>Domestic Diversity Overlay</u> CAPC also discussed whether exposures to a domestic diversity overlay, which is in development, could be allowed to replace up to two of the required global overlay exposures for all currently enrolled students and all who matriculate in 2015 to 2016. Learning outcomes and a list of potential courses for a Domestic Diversity Overlay are currently being developed as part of the implementation of the Diversity Action Plan and are expected to be completed by the end of Fall semester, 2014. SoCC and CAPC support that a permanent domestic diversity component to the general education curriculum continue to be explored.</p> <p>4. <u>ECUS-SCC Consultation</u> Stephen Wills and Amy Sumpter sought advice from those present (elected faculty senator members of the executive committee and standing committee chairs) on dealing with the aforementioned implementation issues of the global overlays. A lively discussion ensued. The following talking points and suggestion were offered.</p> <p>a. This global overlay is a Georgia College requirement on the core and was proposed as a means to distinguish</p> | | |
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| | <p>the Georgia College core curriculum from those of other USG institutions.</p> <ul style="list-style-type: none">b. Some of the programs that have constraints that emerge from a combination of external discipline-based accreditation and USG program requirements have no room in the program to include courses carrying the global overlay. These include programs in nursing and education.c. The inability for students to meet the global overlays requirement due to not enough courses with the overlay being available could result in lawsuits being filed by students and/or parents.d. If this institution is unable to offer a sufficient number of courses that carry the global overlay to support the students in all programs (including nursing and education) completing the global overlay requirement, it may be best to discontinue the global overlay requirement until remedies can be put in place to resolve these deficiencies.e. As a possible long-term remedy, SoCC is presently drafting a plan to implement the domestic overlay to substitute for up to two of the three courses required to carry the global overlay. That is, SoCC is proactively offering a possible remedy to the existing implementation issues.i. There was concern expressed about SoCC being able to complete its deliberation and propose this alternative for implementation soon enough to get courses in place to | | |
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| | <p>sate the student need to complete the global/diversity requirements.</p> <ul style="list-style-type: none"> ii. There was concern that this would not make the requirement any more implementable for some programs in education and nursing. f. SoCC has identified a list of courses that likely qualify for a global overlay but have not yet been submitted for consideration of being labelled as a global overlay course. g. A suggestion was made that Stephen Wills meet with Provost Brown to discuss these implementation issues. It was recommended that the first meeting with Provost Brown be with a small group that might be limited to at most the CAPC Chair, the University Registrar and a SoCC representative. After the first meeting of this small group, there may be wisdom in having meetings with larger groups to include CAPC members, SoCC members, and other campus personnel who could provide relevant perspective and/or necessary expertise on the issues of implementation of the global overlays requirement. | | |
| <p>Faculty Affairs Policy Committee (FAPC)</p> <p>Tom Toney</p> | <ul style="list-style-type: none"> 1. Motions FAPC has no motions to submit for University Senate consideration at its 24 Oct 2014 meeting. 2. Officers The 2014-15 FAPC officers are Tom Toney (Chair), Barbara Roquemore (Vice-Chair) and Carol Sapp (Secretary). 3. Meeting The Faculty Affairs Policy Committee of the University Senate met on 3 Oct 2014 from 2:00pm to 3:15pm in | | |

Arts & Sciences 1-15. The following topics were discussed and/or “farmed out.”

- a. **Student Opinion Surveys** The committee agreed that changes that had been implemented this year by the Office of Academic Affairs were within their purview. Policy now requires a minimum of two classes per semester be surveyed vs. all classes with ten or more students which had been recommended via an advisory motion by the 2010-2011 Faculty Affairs Policy Committee on 3 Dec 2010. Though Academic Affairs may have had the authority to do this, it was felt that better communication between that office and the Faculty Affairs Policy Committee of the University Senate would have been useful.
- b. **Post-Tenure Review** Just a few final proposed “tweakings” of wording to the document that was approved by the university senate last academic year remain.
- c. **Program Prioritization Study** This is causing a fair amount of anxiety among many faculty. We understand that the task force reports will be posted via “some” Georgia College communication mechanism one week prior to the scheduled open forum on 31 Oct 2014 at 2:00pm.
- d. **Pre-Tenure Review** Concern has been expressed regarding this process, particularly about dates involved -

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| | <p>notification, items due, etc. This may be an item that Faculty Affairs needs to examine in more detail - perhaps not a complete revision so much as a clarification of important dates and notification procedures.</p> <p>e. <u>Faculty Research Grants</u> A survey has apparently taken place via the Academic Affairs Office regarding faculty research grants and their possible future elimination. Several on the committee did not know about this survey or its possible implications.</p> <p>f. <u>Contingent Faculty Participation in Shared Governance</u> Tricky issue in terms of defining contingent faculty, finding out who they are, their desire to participate in governance, etc. A sub-committee of the Faculty Affairs Policy Committee was assigned to find out more about this issue and report back to the committee a possible plan of action.</p> <p>4. <u>Steered to FAPC</u> Susan Steele noted that ECUS had steered three matters to FAPC:</p> <p>a. A proposed student opinion survey policy to replace the pair of dated and conflicting student opinion survey policies presently in the Policies, Procedures and Practices Manual</p> <p>b. A proposed change of the conversion factor from 12/10 to 12/9 for use in the conversions between academic year and fiscal year faculty contracts</p> <p>c. A proposal for the review of the process by which emeritus status is bestowed on a retired faculty member</p> | | |
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| | <p>and the benefits of this status providing language recently adopted at Kennesaw State University as a starting point</p> | | |
| <p>Resources, Planning and Institutional Policy Committee (RPIPC)</p> <p>Ben McMillan</p> | <ol style="list-style-type: none"> 1. <u>Motion</u> RPIPC has two motions to submit for University Senate consideration at its 24 Oct 2014 meeting. <ol style="list-style-type: none"> a. <u>Diversity Action Plan Objectives</u> RPIPC endorsed three objectives of the diversity action plan and will request a similar endorsement from the university senate. b. <u>Tobacco and Smoke Free Campus</u> The non-smoking policy was approved by the committee and will be brought to university senate as a motion. This proposed policy is an adoption of the USG policy of a tobacco and smoke-free campus with some customized edits for Georgia College. 2. <u>Officers</u> The 2014-15 RPIPC officers are Ben McMillan (Chair), Jan Clark (Vice-Chair) and Brittney Johnson (Secretary). 3. <u>Staff Training</u> In consultation and coordination with Daniel Simpson, the newly hired Training Specialist in Human Resources, RPIPC plans to field a survey of faculty to request participation in training staff and would like to plan for this survey to be an annual occurrence. 4. <u>Faculty to Faculty List Serve</u> RPIPC is continuing to work on the proposal for restoring the faculty list serve. It will be accompanied with a survey of demand for the service. Communications and DoIT have said that it could be restored. The proposal will request an opt-out policy. | | |

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| | <p>a. Ben McMillan sought advice from those present (elected faculty senator members of the executive committee and standing committee chairs) on next steps with this proposal and was advised to consult with the President's Executive Cabinet to seek its approval.</p> <p>5. <u>Class Prerequisites</u></p> <p>a. <u>22 Aug 2014</u> <i>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.</i></p> <p>b. <u>3 Oct 2014</u> The university registrar recommended that the aforementioned classes be restricted to majors and minors of the College of Business. In light of this, no new policy will be requested.</p> <p>6. <u>Steered to RPIPC</u> Susan Steele noted that ECUS had steered two matters to RPIPC:</p> <p>a. A proposal to significantly streamline the existing institutional technology policies in the Policies, Procedures and Practices Manual</p> | | |
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| | <p>b. A proposal for the allocation of campus space(s) for a faculty club and an emeritus lounge</p> <p>7. <u>Common Meeting Time</u> The issue of the common meeting time emerging from the SAPC report was ultimately steered to RIPC prior to the adjournment of this meeting.</p> | | |
| <p>Student Affairs Policy Committee (SAPC)</p> <p>Macon McGinley</p> | <p>1. <u>Motions</u> SAPC has one motion to submit for University Senate consideration at its 24 Oct 2014 meeting.</p> <p>a. A resolution for a LGTBQ coordinator in support of a recent SGA resolution.</p> <p>2. <u>Officers</u> The 2014-15 SAPC officers are Macon McGinley (Chair), Amy Pinney (Vice-Chair) and Nicole DeClouette (Secretary).</p> <p>3. <u>Guests</u> present at the 3 Oct 2014 SAPC meeting included Bruce Harshbarger (VP for Student Affairs), Larry Christenson (Executive Director of University Housing), Mark Craddock (Associate Director of Housing Operations), Kate Ward (Pride Alliance President), and Melissa Cobb (Pride Alliance, Vice President).</p> <p>4. <u>DISCUSSION ITEMS</u></p> <p>a. <u>Freshmen Residency Requirements</u> Housing officials and Student Affairs officials present at the SAPC meeting pledge to work with Admissions to either resolve the discrepancies in freshmen residency requirements as presently stated on the Admissions and University Housing web pages or remove the subject entirely on the Admissions web page.</p> | | |

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| | <p>b. <u>SAPC Meeting Time</u> SAPC meeting time and/or location may be modified to accommodate participation by student members of the committee.</p> <p>5. <u>ACTION ITEMS</u></p> <p>a. <u>Committee Operating Procedures</u> The 2014-15 SAPC members adopted committee operating procedures.</p> <p>b. <u>Motion for Oct. 24 Senate meeting:</u> In support of a recent SGA resolution, the committee members recommended a resolution for LGBTQ coordinator be submitted for university senate endorsement consideration.</p> <p>c. <u>Common Meeting Time Concerns</u> SAPC Chair Macon McGinley was asked by the committee to refer concerns about the common meeting time to ECUS for steering. The concerns included Recognized Student Organization (RSO) involvement by students, RSO coordination with their faculty advisers, and participation of various players in each area on campus in each other's events and meetings. SGA has RSO survey data from last year as a resource.</p> <p>6. <u>POSTPONED TO NEXT SAPC MEETING</u></p> <p>a. <u>Grade Appeals</u> Consideration of recommending that a statement on the grading appeals process be added to the existing set of required syllabus statements for all university courses.</p> <p>b. <u>Housing Policy</u> Continue deliberation on the concern raised about the current practice of displacing upperclassmen</p> | | |
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| | from residence halls in order to accommodate freshmen. | | |
| Executive Committee of the University Senate (ECUS) Susan Steele | 1. <u>Motions</u> ECUS has no motions to submit for University Senate consideration at its 24 Oct 2014 meeting. 2. <u>Officers</u> The 2014-15 ECUS officers are Susan Steele (Chair), John Swinton (Vice-Chair) and Craig Turner (Secretary). 3. <u>Steering</u> ECUS steered five proposals – three to FAPC and two to RPIPC – as articulated above in the FAPC and RPIPC reports of these minutes. 4. <u>Fraud Awareness</u> Bruce Harshbarger has requested a volunteer to serve on a Fraud Prevention Awareness Week task force. a. Ben McMillan nominated an elected faculty senator, David McIntyre, to serve as the university senate representative on this task force. Susan Steele to follow-up to confirm that David McIntyre is willing to serve and report back to Bruce Harshbarger. 5. <u>University Senate Budget</u> All retreat bills, which represent approximately two thousand dollars, will be paid as of next week. The annual university senate budget includes \$500 in foundation funds and \$5000 in operating funds. After paying these bills, there will be about \$3000 left in the operating funds portion of this budget. | | Susan Steele to follow-up to confirm that David McIntyre is willing to serve on the Fraud Awareness Task Force and report back to Bruce Harshbarger. |
| V. Information Items Actions/Recommendations | | | |
| Standing Committee Agendas | Susan Steele requested that standing committee chairs copy her on the distribution | | |

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| Susan Steele | of agendas for future standing committee meetings during the 2014-15 academic year. | | |
| Announcements | Susan Steele invited announcements from any individual present at the meeting. None were forthcoming. | | |
| VI. Unfinished Business Review of Action & Recommendations, Provide updates (if any) to Follow-up | | | |
| SoCC Bylaws Susan Steele | <p><i>22 Aug 2014 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.</i></p> <p>3 Oct 2014</p> <p>1. President I met with Dr. Dorman regarding Motion 1314.EC.001.B that proposed revisions to the university senate bylaws affecting the Subcommittee on the Core Curriculum (SoCC). He has not approved this motion due to concerns about two areas of the proposed language. He requested revisions to these two areas or he feels he needs to veto the motion.</p> | | |

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| | <p>2. SoCC I had a telephone meeting with SoCC Chair Julia Metzker to brief her on my meeting with President Dorman. I asked Julia to facilitate a discussion with SoCC members to see if revisions to address President Dorman’s concerns could be identified. SoCC discussed this matter at its weekly meeting on 26 Sep 2014, and Craig Turner and I were asked to be present at the SoCC meeting on 3 Oct 2014 to inform the SoCC deliberation on this matter.</p> | | |
| <p>VII. New Business Actions/Recommendations</p> | | | |
| <p>University Senate Agenda and Minutes Review</p> | <p>1. <u>Tentative Agenda 24 Oct 2014:</u> Based on the committee reports at this meeting, a. <u>Motions</u> There will be three motions on the agenda of the 24 Oct 2014 meeting of the University Senate, specifically i. RPIP (1) Resolution seeking Endorsement of Diversity Action Plan Objectives (2) Proposal of a Tobacco and Smoke-Free Campus Policy ii. SAPC (1) Resolution seeking endorsement of an LGBTQ coordinator in support of an SGA resolution. b. <u>Reports</u> Administrative reports and committee reports will also be agenda items. 2. <u>University Senate Minutes Review:</u> A <u>MOTION</u> that the <i>DRAFT minutes of the 12 Sep 2014 University Senate meeting be</i></p> | <p>The motion (circulate minutes) was approved.</p> | <p>1. Susan Steele to draft the tentative agenda of the 24 Oct 2014 meeting of the University Senate. 2. Motions to be entered into the online motion database by RPIP (2), SAPC (1). 3. Craig Turner to circulate the DRAFT minutes of the 12 Sep 2014 meeting of the University Senate to university senators for review.</p> |

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| | <i>circulated for university senator review was made and seconded.</i> | | |
| VIII. Next Meeting (Tentative Agenda, Calendar) | | | |
| 1. Calendar | 24 Oct 2014 @ 3:30pm Univ. Senate A&S 2-72 14 Nov 2014 @ 2:00pm Univ. Senate committees 14 Nov 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 (if any) 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 <i>to adjourn the meeting</i> was made and seconded. | The motion to adjourn was approved and the meeting adjourned at 4:45 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 | | | | | | | | | |
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| | Meeting Dates | 08-22-14 | 10-03-14 | 11-14-14 | 01-23-15 | 02-27-15 | 04-03-15 | Present | Regrets | Absent |
| Kelli Brown <i>Provost</i> | P | R | | | | | | 1 | 1 | 0 |
| Ben Davis <i>EFS; Library</i> | P | P | | | | | | 2 | 0 | 0 |
| Steve Dorman <i>University President</i> | R | R | | | | | | 0 | 2 | 0 |
| Lyndall Muschell <i>EFS; CoE; ECUS Chair Emeritus</i> | P | P | | | | | | 2 | 0 | 0 |
| Susan Steele <i>EFS; CoHS; ECUS Chair</i> | P | P | | | | | | 2 | 0 | 0 |
| John Swinton <i>EFS; CoB; ECUS Vice-Chair</i> | P | P | | | | | | 2 | 0 | 0 |
| Craig Turner <i>EFS; CoAS; ECUS Secretary</i> | P | P | | | | | | 2 | 0 | 0 |
| Howard Woodard <i>EFS; CoB; APC Chair</i> | P | P | | | | | | 2 | 0 | 0 |
| Stephen Wills <i>EFS; CoE; CAPC Chair</i> | P | P | | | | | | 2 | 0 | 0 |
| Tom Toney <i>EFS; CoAS; FAPC Chair</i> | P | P | | | | | | 2 | 0 | 0 |
| Ben McMillan <i>EFS; CoB, RPIPC Chair</i> | P | P | | | | | | 2 | 0 | 0 |
| Macon McGinley <i>EFS; CoAS, SAPC Chair</i> | P | P | | | | | | 2 | 0 | 0 |

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

DATE _____