

**COMMITTEE NAME:** EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)

**MEETING DATE & TIME:** 3 OCTOBER 2014; 2:00 –3:15

**MEETING LOCATION:** 301 PARKS ADMINISTRATION BUILDING

**ATTENDANCE:**

<b>MEMBERS</b>	<b>“P” denotes Present, “A” denotes Absent, “R” denotes Regrets</b>
----------------	---

<b>R</b>	Kelli Brown (Provost)	<b>P</b>	Susan Steele (CoHS, ECUS Vice-Chair)
<b>P</b>	Ben Davis (Library)	<b>P</b>	John Swinton (CoAS, ECUS Secretary)
<b>R</b>	Steve Dorman (University President)	<b>P</b>	Craig Turner (CoAS, ECUS Vice-Chair)
<b>P</b>	Lyndall Muschell (CoE, ECUS Chair Emeritus)		

<b>GUESTS:</b> Carter Shadden (Graduate Assistant of the 2014-2015 University Senate)
--

<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)}
<b>I. Call to order</b>	The meeting was called to order at 2:07 pm by Susan Steele (Chair).		
<b>II. Approval of Agenda</b>	A <b><u>MOTION</u></b> to approve the agenda was made and seconded.	The agenda was approved as circulated.	
<b>III. Approval of Minutes</b>	A <b><u>MOTION</u></b> to approve the minutes of the 22 Aug 2014 meeting of the Executive Committee 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 minutes were approved as posted, so no additional action was required.	

<b>IV. Reports</b>	Reports from each elected faculty senator were invited by Susan Steele.		
<b>Presiding Officer Report</b>  <b>Susan Steele</b>	<b>1. SoCC Bylaws</b> a. <b>President</b> 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. b. <b>SoCC</b> 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. <b>2. Diversity Action Plan</b> I met with Veronica Womack regarding the diversity action plan. She would like university senate involvement and I will be seeking input from ECUS and the full university senate on ways to support and become engaged in the diversity plan.	<b>Fraud Prevention Task Force</b> As no volunteer from ECUS was forthcoming, Susan Steele to broaden her search for a University Senate representative to the full University Senate.	Susan Steele to seek a representative of the University Senate to serve on the Fraud Prevention Task Force.

	<p>a. Contextual information regarding the consideration of seeking university senate endorsement of the diversity action plan from the previous year was offered by Lyndall Muschell.</p> <p>b. Former SoCC Chair John Swinton noted that SoCC had requested an operational definition of diversity from the Diversity Action Team during 2013-2014 for possible use in the implementation of overlays.</p> <p>3. <b>Fraud Prevention Task Force</b> I received a request from Dr. Bruce Harshbarger for a volunteer to represent the University Senate on the Task Force that will plan a Fraud Prevention Event to be held on campus. This is a USG initiative and is required of each USG institution. I am seeking a volunteer from either ECUS or the University Senate.</p> <p>4. <b>Compliance Committee</b> I am representing University Senate on the newly formed Compliance Committee chaired by Julia Hann. This group has met once. Input regarding faculty, staff and student roles in compliance were brought forward for consideration.</p> <p>5. <b>Faculty Club</b> Discussion held informally with Craig Turner, and later with Jan Clark regarding a proposal for the allocation of campus space for a faculty club.</p> <p>6. <b>Policies</b> Proposed policies were received from Chief Information Officer Robert Orr</p>		
--	---	--	--

	<p>and Provost Kelli Brown regarding Institutional Technology and Student Opinion Surveys, respectively.</p> <p>7. <b>Proposing Items</b> I fielded requests from two members of the university community regarding how to propose an issue for consideration by the university senate.</p> <p>8. <b>Parking</b> I met with Dean Sandra Gangstead regarding a parking issue affecting adjunct faculty in the College of Health Sciences. She agreed to seek information from the other deans regarding whether this affected other colleges or only the College of Health Sciences. If it is a campus-wide issue, it might be forwarded to ECUS for steering to a standing committee.</p> <p>9. <b>Governance Retreat</b> All the outstanding bills from the 2014 Governance Retreat will be paid from funds in the university senate budget.</p>		
<p><b>Past Presiding Officer Report</b></p> <p><b>Lyndall Muschell</b></p>	<p><b><u>Service Recognition Policy</u></b> Lyndall Muschell sent an email to Susan Steele and Craig Turner requesting information on whether the Service Recognition Policy was being implemented. Specifically, this policy calls for Human Resources to send to each supervisor on campus a list of their subordinates with the number of years of service for review for accuracy of the counts. There was a concern that this check was not being done as there were recognition errors at the recent faculty meeting. Specifically, some faculty were recognized who shouldn't have</p>		

	<p>been and some faculty who should have been recognized were not. Craig Turner checked with Kyle Cullars (Interim Director of Human Resources) who in turn checked with Human Resources staff members and discovered that the implementation of this check had been delayed from the August 1 date called for in the Service Recognition Policy. That said, there was every indication that this check was going to be performed soon.</p>		
<p><b>Presiding Officer Elect Report</b></p> <p><b>John Swinton</b></p>	<p>John Swinton noted that while he was the institutional voting member to the USGFC (University System of Georgia Faculty Council) for the 2014-2015 academic year, he had a time conflict with the upcoming USGFC meeting scheduled for 11 Oct 2014 and Susan Steele would attend as his designee.</p>		
<p><b>Secretary Report</b></p> <p><b>Craig Turner</b></p>	<p>Craig Turner indicated that he had nothing to report as University Senate Secretary.</p>		
<p><b>Library Senator Report</b></p> <p><b>Ben Davis</b></p>	<p>Ben Davis indicated that he had nothing to report from the Library.</p>		
<p><b>V. Information Items</b> Actions/Recommendations</p>			
<p><b>Task Forces with University Senate Representatives</b></p> <p><b>Susan Steele</b></p>	<p>Susan Steele had sought no updates from the university senate representatives to various task forces and committees, so there were no updates to report. The representatives and groups on which they serve are listed here.</p> <ol style="list-style-type: none"> <li>1. <b>Associate Provost Search</b> Ben McMillan</li> <li>2. <b>Graduate Task Force</b> Catherine Whelan</li> <li>3. <b>Technology-Assisted Instruction</b> Vicki Deneroff</li> <li>4. <b>Space Utilization</b> Howard Woodard</li> <li>5. <b>Data Standards Committee</b> Craig Turner</li> <li>6. <b>Compliance Committee</b> Susan Steele</li> <li>7. <b>Fraud Prevention Task Force</b> To be determined</li> </ol>		

<p><b>Tobacco Ban Implementation</b></p> <p>Susan Steele</p>	<p>Susan Steele noted that in March 2014, the Board of Regents of the University System of Georgia adopted a tobacco and smoke-free campus policy to make all USG institutions one hundred percent tobacco-free effective 1 Oct 2014.</p> <p>Implementation details are available on the web at <a href="http://www.gcsu.edu/tobaccofree/">http://www.gcsu.edu/tobaccofree/</a></p>		
<p><b>University Senate Budget</b></p> <p>Susan Steele</p>	<p>Susan Steele reminded committee members that the university senate budget includes \$500 in foundation funds and \$5000 in operating funds. At a previous meeting of the Executive Committee, some of these funds had been allocated to pay the outstanding bills from the 2014 Governance Retreat.</p>		
<p><b>VI. Unfinished Business</b></p> <p><b>Review of Action &amp; Recommendations, Provide updates (if any) to Follow-up</b></p>			
<p><b>ECUS Operating Procedures</b></p> <p>Susan Steele</p>	<p><u>22 Aug 2014</u> Susan Steele reminded committee members that at the ECUS committee session of the governance retreat, the committee had agreed to adopt the operating procedures from the 2013-14 ECUS. These proposed operating procedures were now available in print for committee review. Three editorial suggestions were offered and accepted by the committee:</p> <ol style="list-style-type: none"> <li>1. Change Insure to Ensure in bullet five under the Chair section under Officer Responsibilities.</li> <li>2. Replace lyndall.muschell@gcsu.edu with susan.steele@gcsu.edu in the sentence detailing regrets notification under Communication.</li> </ol>	<p><u>22 Aug 2014</u> The committee adopted the 2013-14 ECUS operating procedures as amended to be the 2014-15 ECUS operating procedures.</p>	<p><u>22 Aug 2014</u> Susan Steele will ensure that the ECUS operating procedures are updated and posted.</p> <p><u>3 Oct 2014</u> The ECUS operating procedures are now posted.</p>

	<p>3. <i>.Change the adoption date from 8/14/13 to 8/22/14.</i></p> <p><i>During the preparation of these minutes, it is noted that a fourth editorial modification is necessary: to replace 2013-2014 with 2014-2015 in the title preceding ECUS Operating Procedures.</i></p>		
<p><b>Standing Committee Officer Orientation (SCOO)</b></p> <p><b>Susan Steele</b></p>	<p><u>22 Aug 2014</u> <i>Susan Steele sought guidance from the committee on the implementation of a Standing Committee Officer Orientation for 2014-2015. Recently this orientation has been offered by email and customized to the needs of the individual officers rather than holding a formal face-to-face session as was done in years prior. Most officers have declined a formal orientation and seek out information as needed.</i></p>	<p><u>22 Aug 2014</u> <i>ECUS members agreed that an opportunity for an orientation (training) should be extended to the current committee officers and that ECUS members were the likely suspects to supply such an orientation.</i></p>	<p><u>22 Aug 2014</u> <i>Susan Steele to ensure that the opportunity for an orientation is extended by email to the officers of the 2014-15 committees of the university senate.</i></p>
<p><b>Graduate Task Force (Replacement for Catherine Whelan)</b></p> <p><b>Susan Steele</b></p>	<p><u>22 Aug 2014</u> <i>Susan Steele noted that as Catherine Whelan had rotated off the University Senate, she had resigned as university senate representative to the Graduate Task Force. Susan Steele indicated that Mandy Jarriel had expressed interest in serving. Lyndall Muschell noted that several individuals volunteered when the opportunity was presented in 2013-14 and that she would forward the names of these volunteers to Susan Steele by email. Provost Kelli Brown indicated that it was her understanding that the Graduate Task Force was likely to complete its work in September 2014.</i></p>	<p><u>22 Aug 2014</u> <i>ECUS members agreed that Susan Steele should extend an email invitation to the members of the 2014-15 university senate inviting a volunteer to replace Catherine Whelan on the Graduate Task Force.</i></p>	<p><u>22 Aug 2014</u> <i>Susan Steele to email the 2014-15 University Senate and seek a volunteer to serve on the Graduate Task Force.</i></p>
<p><b>SoCC Bylaws</b></p> <p><b>Susan Steele</b></p>	<p><u>22 Aug 2014</u> <i>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</i></p>		<p><u>22 Aug 2014</u> <i>Susan Steele to ensure that this matter be taken up at a future meeting of ECUS or ECUS-SCC (as necessary).</i></p> <p><u>3 Oct 2014</u> <i>One of the items in the Presiding</i></p>

	<p><i>(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. Provost Kelli Brown agreed to consult with President Dorman on this matter and keep him apprised on the brief discussion on this matter at this ECUS meeting.</i></p>		<p>Officer Report was an update on the SoCC bylaws. The interested reader is invited to see that report in the 3 Oct 2014 minutes for the details.</p>
<p><b>Subcommittee on Nominations (SCoN) Motion</b></p> <p><b>Susan Steele</b></p>	<p><u>22 Aug 2014</u> Susan Steele noted that a motion from SCoN would be needed for the 12 Sep 2014 meeting of University Senate to seek approval of the replacements of committee memberships. The specifics were provided in complete detail above under Information Items and are repeated here in lesser detail.</p> <ul style="list-style-type: none"> <li>• Katie Simon replacing Alex Blazer as an elected faculty senator</li> <li>• Katie Simon replacing Alex Blazer as a voting member of FAPC</li> <li>• Patrick Simmons replacing Yi (Cathy) Liu as a voting member of SoCC.</li> </ul>		<p><u>22 Aug 2014</u> John Swinton to submit this motion into the university senate online motion database.</p> <p><u>3 Oct 2014</u> John Swinton did submit this motion into the online motion database.</p>
<p><b>Electronic Presence of the University Senate</b></p> <p><b>Craig Turner</b></p>	<p>David Smith and Kelly Rickman of Enterprise Applications are revising the electronic presence of the university senate. Craig Turner is the university senate liaison for this initiative. David Smith, Kelly Rickman and Craig Turner met with Dr. Bryan Marshall, a faculty member in the College of Business who is the system administrator of the server that hosts the online senator database. Given the recent crash of this server which resulted in two years of lost data (this lost data has been re-entered), the discussion focused on</p>		



	<p>migrating the online senator database to a server maintained by Enterprise Applications. Bryan Marshall was both receptive and supportive of this migration. While there are a number of details that must be attended to prior to the actual migration, this migration is in progress.</p>		
<p><b>VII. New Business</b> Actions/Recommendations</p>			

<p><b>Apportionment</b></p> <p><b>Craig Turner</b></p>	<p><b>Context</b> Each year, the Office of Academic Affairs provides a Corps of Instruction List that informs the apportionment of elected faculty senator positions to the academic units (Colleges and Library). This apportionment is an ECUS function. Craig Turner had been asked by Susan Steele to prepare a draft of the apportionment for ECUS review. This draft was circulated by email with the agenda to the members of the executive committee prior to the meeting.</p> <p><b>Method</b> Craig Turner reported that the Huntington Hill method of apportionment is used and that this method has been used by the United States Congress since 1941.</p> <p><b>Results</b> Craig Turner reported that the bottom line was that the 2014-2015 apportionment was exactly the same as the 2013-2014 apportionment. Specifically, of the thirty-seven elected faculty senator positions on the university senate, three are designated as at-large while the remaining thirty-four are apportioned to the academic units, in this case as follows: CoAS 17, CoB 5 CoE 5 CoHS 5 and Library 2.</p> <p><b>Details</b> Craig Turner offered to explain any of the details of the apportionment process. No requests for details were forthcoming.</p> <p>A <b><u>MOTION</u></b> to adopt the apportionment as circulated was made and seconded.</p>	<p>The motion to adopt the apportionment as circulated was approved with no further discussion.</p>	<p>Susan Steele to report the apportionment results to the university senate.</p>
--	---	---	---

<p><b>Steering Items</b></p>	<p>There were five proposals to steer to a standing committee. Upon request by any member to assist in the steering of the item to the relevant committee, there were brief conversations to clarify the details of the proposals. A list of the proposals and the committee to which each was steered are provided here.</p> <ol style="list-style-type: none"> <li>1. <b>Contract Conversion Factor</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 was steered to the Faculty Affairs Policy Committee (FAPC). This was proposed by Ken McGill and drafted by Craig Turner.</li> <li>2. <b>Student Opinion Surveys</b> 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 was steered to the Faculty Affairs Policy Committee (FAPC). This was proposed by Provost Kelli Brown and drafted by Tom Ormond in consultation with Catherine Whelan and Craig Turner.</li> <li>3. <b>Institutional Technology Policy</b> A proposal to significantly streamline the existing institutional technology policies in the Policies, Procedures and Practices Manual was steered to the Resources, Planning and Institutional Policy Committee (RPIPC). This was proposed and</li> </ol>		<p>Susan Steele to ensure that the relevant standing committee chairs – FAPC Tom Toney, RPIPC Ben McMillan – receive the supporting documentation for the proposals that have been steered to the committees that they chair.</p>
------------------------------	--	--	---

	<p>drafted by Chief Information Officer Bob Orr.</p> <p>4. <b>Allocation of Space(s) for Faculty Club and Emeritus Lounge</b> The proposal for the allocation of campus space(s) for a faculty club and an emeritus lounge was steered to the Resources, Planning and Institutional Policy Committee (RPIPC). This was proposed and drafted by Jan Clark and Craig Turner.</p> <p>5. <b>Emeritus Status and Benefits</b> A proposal for the review of the process by which emeritus status is bestowed on a retired faculty member and the benefits of this status was steered to the Faculty Affairs Policy Committee (FAPC). This was proposed and drafted by Craig Turner and included a reference to the language on this matter recently adopted at Kennesaw State University.</p>		
--	---	--	--

<p><b>Elected Faculty Senator Elections Oversight</b></p>	<p>The oversight of elected faculty senator elections is an ECUS function. The relevant university senate bylaw is provided below.</p> <p>The recent practice has been that the Presiding Officer of the University Senate shares letters with the academic deans of colleges and the library at an academic leadership meeting. These letters and their appendices have been prepared by the Chair of the Subcommittee on Nominations and the Presiding Officer of the University Senate.</p> <p>John Swinton, Chair of the Subcommittee on Nominations and Susan Steele, Presiding Officer of the University Senate agreed to follow the recent practice for the 2014-2015 academic year. Specifically, John Swinton will ensure that the letters to deans, with the appropriate appendices, are drafted and Susan Steele will share these letters and their appendices with the deans at an academic leadership meeting.</p> <p><i>II.Section2.A.3. Election Process. The faculty of each College and the Library shall determine a constituency and an election procedure for each elected faculty senator position apportioned to their respective academic unit, subject to the eligibility criteria and term of service specified in II.Section1.A.2 and the voting eligibility criteria specified in II.Section 2.A.1. College Deans and the University Librarian shall ensure that (1) the aforementioned election procedure and specification of the constituencies from their respective academic unit are submitted in writing to the Executive</i></p>		<ol style="list-style-type: none"> <li>1. John Swinton to ensure that the letters to deans, with the appropriate appendices, are drafted.</li> <li>2. Susan Steele to share these letters and their appendices with the deans at an academic leadership meeting.</li> </ol>
---	---	--	---

	<p><i>Committee no later than December 1 and (2) the elections within their unit are implemented according to unit procedures and the results are reported to the Executive Committee no later than February 1. These procedures and results shall be archived in an appropriate format. The Executive Committee shall announce the results of the College and Library Elections to the University Community no later than February 6.</i></p>		
<p><b>At-Large Elected Faculty Senator Election</b></p>	<p>The implementation of at-large elected faculty senator elections is an ECUS function. The relevant university senate bylaw is provided below.</p> <p>John Swinton agreed to serve as point person for the at-large election to be held during the 2014-2015 academic year. In particular, he will draft an at-large election process for ECUS review at a future meeting.</p> <p><b><i>II.Section2.A.4. At-Large. The Executive Committee shall determine an election procedure and conduct the elections for each of the at-large elected faculty senator positions subject to the eligibility criteria and term of service specified in II.Section1.A.2 and the voting eligibility criteria specified in II.Section2.A.1. The results of such elections shall be announced to the University Community no later than March 1.</i></b></p>		<p>John Swinton to draft an at-large election process for ECUS review at a future meeting.</p>
<p><b>VIII. Next Meeting</b> (Tentative Agenda, Calendar)</p>			
<p><b>1. Calendar</b></p>	<p>24 Oct 2014 @ 3:30pm Univ. Senate A&amp;S 2-72 14 Nov 2014 @ 2pm Univ. Senate committees 14 Nov 2014 @ 3:30pm ECUS/SCC Parks 301</p>		

<b>2. Tentative Agenda</b>	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.
<b>IX. Adjournment</b>	As there was no further business to consider, a <b>MOTION</b> to adjourn the meeting was made and seconded.	The motion to adjourn was approved and the meeting adjourned at 3:17 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 SWINTON (VICE-CHAIR) CRAIG TURNER (SECRETARY)

**ACADEMIC YEAR:** 2014-2015

**AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:**

**“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	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