

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

MEETING DATE & TIME: 14 NOVEMBER 2014; 2:00 –3:15

MEETING LOCATION: 301 PARKS ADMINISTRATION BUILDING

ATTENDANCE:

MEMBERS	“P” denotes Present, “A” denotes Absent, “R” denotes Regrets
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R Kelli Brown (Provost)	R Susan Steele (CoHS, ECUS Vice-Chair)
P Ben Davis (Library)	P John Swinton (CoAS, ECUS Secretary)
R Steve Dorman (University President)	P Craig Turner (CoAS, ECUS Vice-Chair)
P Lyndall Muschell (CoE, ECUS Chair Emeritus)	

GUESTS: Carter Shadden (Graduate Assistant of the 2014-2015 University Senate)
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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)}
I. Call to order	The meeting was called to order at 2:00 pm by John R. Swinton (Vice-Chair).		
II. Approval of Agenda	A MOTION to approve the agenda was made and seconded. A correction was offered that the minutes to review should be changed from the <i>24 Oct 2014 meeting of the University Senate</i> to the <i>3 Oct 2014 meeting of the Executive Committee</i> . This amendment was acceptable to all present.	The agenda was approved as amended.	
III. Approval of Minutes	A MOTION to approve the minutes of the <i>3 Oct 2014 meeting of the Executive Committee</i> was made and seconded. A draft of these minutes	The 3 Oct 2014 Executive Committee minutes were	

	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.	approved as posted, so no additional action was required.	
IV. Reports	Reports from each elected faculty senator were invited by Susan Steele.		
Presiding Officer Report Susan Steele	<p><u>3 Oct 2014</u></p> <p>1. SoCC Bylaws</p> <p>a. 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> <p>b. 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.</p> <p>2. Diversity Action Plan I met with Veronica Womack regarding the diversity action plan. She would like university senate involvement and I will be seeking input</p>	<p><u>3 Oct 2014</u></p> <p>Fraud Prevention Task Force As no volunteer from ECUS was forthcoming, Susan Steele to broaden her search for a University Senate representative to the full University Senate.</p>	<p><u>3 Oct 2014</u></p> <p>Susan Steele to seek a representative of the University Senate to serve on the Fraud Prevention Task Force.</p>

from ECUS and the full university senate on ways to support and become engaged in the diversity plan.

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.

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.

*3. **Fraud Prevention Task Force** 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.*

*4. **Compliance Committee** 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.*

*5. **Faculty Club** Discussion held informally with Craig Turner, and later with Jan Clark regarding a proposal for the*

	<p><i>allocation of campus space for a faculty club.</i></p> <p>6. Policies <i>Proposed policies were received from Chief Information Officer Robert Orr and Provost Kelli Brown regarding Institutional Technology and Student Opinion Surveys, respectively.</i></p> <p>7. Proposing Items <i>I fielded requests from two members of the university community regarding how to propose an issue for consideration by the university senate.</i></p> <p>8. Parking <i>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.</i></p> <p>9. Governance Retreat <i>All the outstanding bills from the 2014 Governance Retreat will be paid from funds in the university senate budget.</i></p> <p><u>14 Nov 2014</u> As Susan Steele had extended regrets and was unable to attend the meeting, there was no Presiding Officer Report.</p>		
Past Presiding Officer Report Lyndall Muschell	Lyndall Muschell indicated that she had nothing to report as Past Presiding Officer.		

<p>Presiding OfficerElect Report</p> <p>John Swinton</p>	<p>John Swinton indicated that he had nothing to report as Presiding Officer Elect.</p>		
<p>Secretary Report</p> <p>Craig Turner</p>	<p>1. Redbooks Craig Turner noted that he had brought to this meeting nine copies of the 10th edition of the American Association of University Professors Policies and Reports – more commonly known as The AAUP Redbook due to its red cover – which belonged to the University Senate. Further, he noted that the 11th edition of this AAUP Redbook would soon be available (its publication and availability anticipated in January 2015). The question was: What to do with these nine copies? After a brief discussion, there was agreement by those present to first offer these copies to the committee officers at the 14 Nov 2014 3:30pm meeting of the Executive Committee with the Standing Committee Chairs, and second if there were any copies remaining, to offer them to the elected faculty senators at the 5 Dec 2014 meeting of the University Senate. <i>Note: During the preparation of these minutes, it was known that all nine copies were distributed to committee officers at the 14 Nov 2014 meeting of the Executive Committee with Standing Committee Chairs.</i></p> <p>2. Elected Faculty Senator on Leave Craig Turner noted that he and Susan Steele had received an email from elected faculty senator Andrei Barkovskii indicating that Andrei would be on professional leave during the Spring 2015 semester and did not intend to attend meetings of the</p>		<p>1. John R. Swinton Chair of the Subcommittee on Nominations to contact Indiren Pillay to see how the constituency of elected faculty senator Andrei Barkovskii (who has indicated he will take a professional leave during Spring 2015) would like to be represented during the Spring 2015 semester.</p> <p>2. Susan Steele to ensure that the recently hired Chief Human Resources Officer Leslie Pierce is aware of the need for a verification list to be circulated by Human Resources as part of the implementation of the Service Recognition Policy.</p>

university senate or its committees during this time. A relevant university senate bylaw states

II. Section 1.B.

Replacements. Vacancies (i.e. professional leave, sick leave, etc) or resignations that occur during a term of service shall be filled for the remainder of that term following the process used in the original election, selection or appointment.

To initiate this process the individual or proxy (i.e., colleges/library, Student Government Association, Staff Council, presidential appointee) should notify the Chair of the Committee on Nominations in writing (electronic forms are acceptable).

It was further noted that the current elected faculty senator term of Andrei Barkovskii ended 1 May 2015. During discussion, a consensus opinion emerged that this information should be shared with the constituency of Andrei Barkovskii (his department colleagues) who could then decide if they wanted to name a replacement to complete the term of Andrei Barkovskii and serve as their elected faculty senator for Spring 2015. As current Chair of the Subcommittee on Nominations, this responsibility fell to John R. Swinton.

3. **Service Recognition Policy** A concern regarding the implementation of this policy that was discussed earlier this academic year by the Executive Committee may still be unresolved. The primary point of concern was whether or

not a list seeking the verification of the time in service has been circulated to supervisors as called for in the policy. The specific policy language is

The Office of Human Resources and Employee Relations shall be responsible for identifying employees to be recognized based on the eligible service criteria.

- *Employees shall be recognized at the Service Recognition Ceremony that next occurs after they reach the specified years of eligible service.*

- *A list of all employees, including their length of service, shall be distributed to supervisors by August 1st each year. Supervisors shall be responsible for confirming with the employee that the length of service is accurate. Discrepancies shall be reported immediately to the Office of Human Resources and Employee Relations.*

- *To assist in the identification process, employees with discrepancies or unusual service records (e.g. non-continuous service, leave of absence, part-time to full-time) are encouraged to complete the Employee Service Update Form and submit it to the Office of Human Resources and Employee Relations.*

It was noted that the Service Recognitions Policy was adopted on 2 May 2013 as the result of motion 1213.EC.002. found in the online motion database at the url http://senate.gcsu.edu/senate/view_motion.php?mid=557 and that this circulation of the list for verification has yet to be

implemented. After brief discussion, the consensus recommendation was to contact the recently hired Chief Human Resources Officer Leslie Pierce to acquaint her with this facet of the Service Recognition Policy. As current Presiding Officer of the University Senate, this responsibility fell to Susan Steele.

4. **Communication** Craig Turner offered for consideration of those present a suggestion that the reports to the university senate from the university president and the provost be distributed more widely in closer proximity to the university senate meeting at which they are delivered than is present practice. He observed that all members of the university community could read these reports from the university senate minutes which were typically posted closer to the following meeting of the university senate and that was typically four to five weeks after the reports were given to university senators. After brief discussion, the consensus opinion of those present was that this was a good idea and that it could be implemented by sharing the reports with the elected faculty senators of the executive committee who would in turn be responsible to share the information with their academic units OR these reports could be distributed to the university senators who would be charged to get the information to their constituencies. No particular strategy was agreed upon for implementation. There was also consensus opinion that permission from each of the

	<p>university president and provost should be secured prior to any implementation.</p> <p>a. Concern A more general concern was offered during this discussion that sometimes the grapevine information is ahead of the official information on the campus network. There was agreement that there is always room for improvement in communication in any organization. No specific remedy was offered for implementation, yet it was noted that communication might be more direct in certain instances rather than flowing through the administrative chain.</p>		
<p>Library Senator Report</p> <p>Ben Davis</p>	<p>Ben Davis indicated that he served as the university senate representative on the Technology Infrastructure Committee (he said that he was appointed to this committee as university senate representative about two years ago) and that this committee meets once a semester and recently had its Fall 2014 meeting. Ben shared the following information.</p> <p>1. MyPassword Requests to set up a new password from the Department of Information Technology (DoIT) are being sent to university employees in waves. This new password will be valid for 180 days before needing to be changed and will be synced to the campus computer login, email login, Unify login and even PAWS. Given anecdotal information from those present to the contrary, Ben was going to double-check the application of this password to PAWS. <i>During the preparation of these minutes, the</i></p>		

following update was received from Ben Davis. For the question "Is PAWS one of the resources available using MyPassword?" the response given by SERVE: "The Mypassword function is set to roll out to Students in the early part of 2015 and when it does, it will add PAWS as a unified resource as well."

2. **Office365** Every student and employee now has the opportunity to install Microsoft Office on up to five different computers.
3. **OneDrive** One terabyte of storage is available to each university employee.
4. **Wireless** At present the wireless network is being upgraded and will have coverage based on a density model (more routers where more traffic is anticipated). During the upgrade there is no authentication necessary. The authentication will again be necessary once the upgrade is completed. Anticipated completion is January 2015.
5. **Innovation Station** The Innovation Station, located on the first floor of the Russell Library, is now open. Check it out.
6. **WebEx and Kaltura** Each integrating with D2L (Desire to Learn), both WebEx and Kaltura are available. WebEx is a mobile-friendly provider of web conferencing, online meeting, video conferencing and webinar applications. Kaltura allows content owners to publish, manage, monetize and analyze their video and other rich-

	<p>media content. <i>During the preparation of these minutes, the following update was received from Ben Davis. For the question posed at the meeting “Is WebEx Video Conferencing available for faculty?” the answer is “WebEx is available through IDEAS. Please contact wesley.smith@gcsu.edu for more information about using WebEx.</i></p> <p>7. Accessibility For more information and accessibility, point your browser to urls of http://digitalspaces.gcsu.edu or http://www.gcsu.edu/technology/facultystaff.htm or contact the SERVE helpdesk at 478.445.7378.</p>		
<p>V. Information Items Actions/Recommendations</p>			
<p>Task Forces with University Senate Representatives</p> <p>Susan Steele</p>	<p>John R. Swinton was not aware of any 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"> 1. Associate Provost Search Ben McMillan 2. Graduate Task Force Catherine Whelan 3. Technology-Assisted Instruction Vicki Deneroff 4. Space Utilization Howard Woodard 5. Data Standards Committee Craig Turner As he was present at the meeting, Craig Turner reported that the Data Standards Committee is still in hibernation and has not met since Summer 2014. 6. Compliance Committee Susan Steele 7. Fraud Prevention Task Force To be determined 		
<p>University System of Georgia Faculty Council (USGFC)</p> <p>John R. Swinton</p>	<p>John R. Swinton indicated that Susan Steele had attended, as his voting designee, the most recent meeting of the USGFC on 11 Oct 2014. Susan Steele had provided a USGFC report to university senators and this report was included</p>		

	<p>in the draft minutes of the 24 Oct 2014 meeting of the University Senate. In particular, John R. Swinton mentioned the opportunity to review the institutional selection process of the USGFC representative which for Georgia College is presently to have the Presiding Officer Elect of the University Senate serve at the institutional voting member of the USGFC. No discussion on this selection process was immediately requested or forthcoming and may be taken up at a future meeting of Executive Committee.</p> <p>John R. Swinton went on to indicate that to his knowledge, there was no new information to report from the USGFC. He is planning to attend the spring 2015 meeting of the USGFC, although the date and location of that meeting are not yet known.</p>		
<p>VI. Unfinished Business Review of Action & Recommendations, Provide updates (if any) to Follow-up</p>			
<p>Standing Committee Officer Orientation (SCOO) Susan Steele</p>	<p><i><u>22 Aug 2014</u> 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><i><u>22 Aug 2014</u> 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><i><u>22 Aug 2014</u> 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>Graduate Task Force (Replacement for Catherine Whelan)</p> <p>Susan Steele</p>	<p><u>22 Aug 2014</u> 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.</p>	<p><u>22 Aug 2014</u> 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.</p>	<p><u>22 Aug 2014</u> Susan Steele to email the 2014-15 University Senate and seek a volunteer to serve on the Graduate Task Force.</p>
<p>SoCC Bylaws</p> <p>Susan Steele</p>	<p><u>22 Aug 2014</u> 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. 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.</p> <p><u>14 Nov 2014</u> Craig Turner indicated that the Subcommittee on the Core Curriculum (SoCC) under the leadership of its Chair Julia Metzker had discussed the concerns of President Dorman to the proposed changes to</p>		<p><u>22 Aug 2014</u> Susan Steele to ensure that this matter be taken up at a future meeting of ECUS or ECUS-SCC (as necessary).</p> <p><u>3 Oct 2014</u> One of the items in the Presiding 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>the bylaws. The concerns were two in number: (1) a definition of teaching representative and (2) the eligibility and selection of SoCC Chair. Craig Turner went on to indicate that Julia Metzker had met with President Dorman and reached a compromise position on both issues and that Julia Metzker would be present at the 14 Nov 2014 3:30pm meeting of the Executive Committee with Standing Committee Chairs to share the details.</p>		
<p>Electronic Presence of the University Senate</p> <p>Craig Turner</p>	<p><u>3 Oct 2014</u> <i>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 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.</i></p> <p><u>14 Nov 2014</u> Craig Turner indicated that he had received the following information from David Smith and Kelly Rickman regarding the status of the recasting of the electronic presence of the university senate.</p>		

	<ol style="list-style-type: none">1. David Smith reported that the migration of the data from the online senator database has been completed and is now housed on his personal computer as well as backed up in another location.2. Kelly Rickman reported that the development of the front end of the online senator database – to request the various reports and to support access to these data by the user – is progressing and not yet complete.3. Kelly Rickman reported that the file repository is now complete and functional.4. David Smith has requested university server space for the recast of the university senate electronic presence. This request is presently under consideration.		
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<p>Apportionment</p> <p>Craig Turner</p>	<p><u>3 Oct 2014</u></p> <p>Context 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>Method 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>Results 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>Details Craig Turner offered to explain any of the details of the apportionment process. No requests for details were forthcoming.</p> <p>A <u>MOTION</u> to adopt the apportionment as circulated was made and seconded.</p>	<p><u>3 Oct 2014</u></p> <p>The motion to adopt the apportionment as circulated was approved with no further discussion.</p>	<p><u>3 Oct 2014</u></p> <p>Susan Steele to report the apportionment results to the university senate.</p> <p><u>14 Nov 2014</u></p> <p>Susan Steele did report the apportionment results to the university senate at its 24 Oct 2014 meeting.</p>
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<p>Steering Items</p>	<p><u>3 Oct 2014</u> <i>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.</i></p> <ol style="list-style-type: none"> 1. Contract Conversion Factor 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. 2. Student Opinion Surveys 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. 3. Institutional Technology Policy 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 		<p><u>3 Oct 2014</u> <i>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.</i></p> <p><u>14 Nov 2014</u> <i>Susan Steele did ensure that the relevant standing committee chairs – FAPC Tom Toney, RPIPC Ben McMillan – received the supporting documentation for the proposals that have been steered to the committees that they chair</i></p>
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	<p><i>drafted by Chief Information Officer Bob Orr.</i></p> <p>4. <i>Allocation of Space(s) for Faculty Club and Emeritus Lounge</i> <i>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.</i></p> <p>5. <i>Emeritus Status and Benefits</i> <i>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.</i></p>		
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<p>Elected Faculty Senator Elections Oversight</p>	<p><u>3 Oct 2014</u> <i>The oversight of elected faculty senator elections is an ECUS function. The relevant university senate bylaw is provided below.</i></p> <p><i>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.</i></p> <p><i>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.</i></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</i></p>		<p><u>3 Oct 2014</u></p> <ol style="list-style-type: none"> <i>John Swinton to ensure that the letters to deans, with the appropriate appendices, are drafted.</i> <i>Susan Steele to share these letters and their appendices with the deans at an academic leadership meeting.</i> <p><u>14 Nov 2014</u></p> <ol style="list-style-type: none"> <i>John Swinton ensured that the letters to deans, with the appropriate appendices, are drafted.</i> <i>Susan Steele to ensure that these letters are delivered to deans.</i>
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	<p>unit are submitted in writing to the Executive 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.</p>		
<p>At-Large Elected Faculty Senator Election</p>	<p><u>3 Oct 2014</u> <i>The implementation of at-large elected faculty senator elections is an ECUS function. The relevant university senate bylaw is provided below.</i></p> <p><i>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.</i></p> <p>II.Section2.A.4. At-Large. <i>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></p>		<p><u>3 Oct 2014</u> <i>John Swinton to draft an at-large election process for ECUS review at a future meeting.</i></p>
<p>VII. New Business Actions/Recommendations</p>			
<p>Internal Audit of Policies, Procedures and Practices Manual (PPPM) and the</p>	<p>John R. Swinton and Craig Turner reported on the ongoing internal audit of the PPPM and the University Senate Online Motion</p>		

<p>University Senate Online Motion Database</p> <p>Susan Steele John R. Swinton Craig Turner</p>	<p>Database by Julia Hann. In short, the report was that such an internal audit had been made and a meeting of Julia Hann, Provost Kelli Brown, Associate Provost Tom Ormond, Matthew Buchanan, Susan Steele, John R. Swinton, and Craig Turner had been scheduled for Wed 10 Dec 2014 at 3:00PM. At the meeting, more details will be shared and these details will subsequently be shared at a future meeting of Executive Committee. The preliminary information that had been provided by Julia Hann via email was distributed to Benjamin Davis and Lyndall Muschell to keep them in the information loop.</p>		
<p>VIII. Next Meeting (Tentative Agenda, Calendar)</p>			
<p>1. Calendar</p>	<p>05 Dec 2014 @ 3:30pm Univ. Senate A&S 2-72 23 Jan 2015 @ 2pm Univ. Senate committees 23 Jan 2015 @ 3:30pm ECUS/SCC Parks 301</p>		
<p>2. Tentative Agenda</p>	<p>Some of the deliberation today may have generated tentative agenda items for future ECUS and ECUS-SCC meetings.</p>		<p>Susan Steele will ensure that such items (if any) are added to agendas of the appropriate ECUS and/or ECUS-SCC meetings.</p>
<p>IX. Adjournment</p>	<p>As there was no further business to consider, a MOTION to adjourn the meeting was made and seconded.</p>	<p>The motion to adjourn was approved and the meeting adjourned at 2:42 pm.</p>	

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	R				1	2	0
Ben Davis <i>EFS; Library</i>	P	P	P				3	0	0
Steve Dorman <i>University President</i>	R	R	R				0	3	0
Lyndall Muschell <i>EFS; CoE; ECUS Chair Emeritus</i>	P	P	P				3	0	0
Susan Steele <i>EFS; CoHS; ECUS Chair</i>	P	P	R				2	1	0
John Swinton <i>EFS; CoB; ECUS Vice-Chair</i>	P	P	P				3	0	0
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P	P	P				3	0	0