

**2014-2015 University Senate
Minutes for the 05-Dec-2014 Meeting**

University Senate Officers: Presiding Officer Susan Steele, Presiding Officer Elect John R. Swinton, Secretary Craig Turner

PRESENT (34) Angel Abney, Kay Anderson, Elissa Auerbach, Kelli Brown, Ben Davis, Nicole DeClouette, Donovan Domingue, Steve Dorman, Josie Doss, Victoria Ferree, Renee Fontenot, Heidi Fowler, Maureen Horgan, Juawn Jackson, Amanda Jarriel, Macon L. C. McGinley, Ben McMillan, William Miller, Lyndall Muschell, Amy Pinney, Barbara Roquemore, Mike Rose, Katie Simon, Susan Steele, Amy Sumpter, John R. Swinton, Evelyn Thomas, Moriah Thomas, Tom Toney, Craig Turner, Shaundra Walker, Stephen Wills, James J. Winchester, Howard Woodard.

ABSENT (8) Andrei Barkovskii, Louis Bourne, Ruth Eilers, Bill Fisher, Brittney Johnson, David McIntyre, Vicky Robinson, Lindy Ruark.

REGRETS (8) Susan C. Allen, Ruth J. Carter, Jan Clark. Victoria Deneroff, Douglas A. Goings, Julia Metzker, Claire Sanders, Costas Spirou.

GUESTS (10)

First Name	Last Name	2014-2015 Committee	Description Role on University Senate or Position at the University
Tyler	Bragg	None	<i>Selected Student Senator Elect (replacement for Moriah Thomas)</i>
Bruce	Harshbarger	None	<i>Chief Student Affairs Officer</i>
Cassie	Napier	RPIPC	<i>Program Coordinator, Continuing Education and Public Services</i>
Tom	Ormond	None	<i>Associate Provost</i>
Bob	Orr	None	<i>Chief Information Officer</i>
Carter	Shadden	None	<i>Graduate Assistant of the 2014-15 University Senate</i>
John	Sirmans	APC	<i>Parliamentarian of the University Senate</i>
Gina	Webber	None	
Veronica	Womack	None	<i>Director of Institutional Equity and Diversity</i>
Jen	Yearwood	None	<i>Executive Assistant to the Vice President of Finance & Administration</i>

CALL TO ORDER: Susan Steele, Presiding Officer of the 2014-2015 University Senate, called the meeting to order at 3:30 p.m.

AGENDA: A motion to approve the agenda was made and seconded. The agenda was approved as circulated.

MINUTES: A draft of the minutes of the 24 Oct 2014 meeting of the 2014-2015 University Senate was circulated by university senate secretary, Craig Turner, to the university senate by email for review with no revisions and was presented to those present for consideration. These minutes were approved as circulated by email.

PRESIDENT’S REPORT: President Steve Dorman

1. **FALL 2014 COMMENCEMENT**

- a. **Commencement Date** As you know, we will hold the December Commencement ceremony on Saturday, 13 Dec 2014, at 1:00 p.m. in the Centennial Center.
- b. **New Tradition** With this commencement, we will start a new tradition of asking one of the recipients of the excellence in teaching awards to deliver the December commencement address. Dr. Caralyn Zehnder will be our first speaker to represent the faculty in this way.
- c. **Encourage Colleagues to Attend** For all you who are faculty representatives, I hope that you will encourage all faculty in your departments to attend this commencement and send off our students and meet their parents.

2. **BUDGET FORUM**

- a. **Summary** The University Budget Forum was held earlier this week. We had over \$6M in new funding requests (\$4M for continuous needs) in our Budget Forum. The presentation can be seen

on the Budget Central website. I appreciate all who attended the university level forum and those that attended their departmental and college meetings.

- b. **Next Steps** The next step in the process involves a presentation to the Chancellor and his staff in early January followed by legislative action on the state budget during the spring session.
3. **STATE OF UNIVERSITY ADDRESS** The State of the University address will be held Friday, 6 Feb 2015, at 2:00 in Russell Auditorium. I hope that you all will be in attendance as we talk about the successes of the year and the plans for the coming year.
4. **125TH GALA**
 - a. **Celebration** On 8 Nov 2014, we celebrated the 125th anniversary of the university. Thanks to the work of Ms. Kay Anderson and the 125th Celebration Committee, we invited the university community to a variety of events on our front lawn earlier that day.
 - b. **Gala** That evening, a gala was held at the Wellness and Recreation Center; and over 300 of our supporters, friends, alumni, faculty and staff, along with Governor and Ms. Deal celebrated as we committed ourselves to raise 125 or the equivalent scholarships for the university.
 - i. **Matching Funds from Foundation** That evening, we also revealed that the Foundation had secured funds to match donor contributions for these scholarships.
 - ii. **Current Progress** According to Ms. Monica Delisa, the Vice President for University Advancement, I am pleased to tell you that as of today, over \$500,000 has been raised for scholarships as a result of this effort putting us well toward meeting our challenge.
5. **MAY 2015 COMMENCEMENT**
 - a. **Decision: Summary** After carefully considering the available options, I would like to announce that the May 2015 Undergraduate Commencement on Saturday, 9 May 2015, will be held in the Centennial Center and consist of a morning ceremony at 9:00 a.m. for graduates of the College of Arts and Sciences and an afternoon ceremony at 2:00 p.m. for graduates of the College of Business, the College of Education and the College of Health Sciences. In addition, we will add a reception for faculty, staff, students and families for each college under large tents near the Centennial Center immediately following each of the two ceremonies. The Graduate Commencement will remain at 7:00 p.m. on Friday evening in the Centennial Center. We will also start a new tradition by holding a Friday evening Front Campus Senior Send-off with a live band, food and special settings for photographs.
 - b. **Decision: Rationale** As the individuals involved in these discussions evaluated various options, several key points became clear. Front Campus, while beautiful, creates some serious logistical problems. The buildings on Front Campus provide the most desirable backdrop for a ceremony, but the downward slope of the lawn as it runs from the stage to the street makes visibility very difficult. In addition, we have now maxed out all available seating space on the lawn; and the university's graduation rate continues to climb making it very difficult to accommodate everyone. Also, the outdoor ceremony has produced a variety of comfort problems such as extreme heat, cold, rain and direct sun. When weather problems have caused us to move inside, changing ceremony times often interferes with post-commencement celebrations. Finally, the cost of setting up, staging, seating, sound and lights on Front Campus is significant. Saving these costs will enable us to create the new traditions of holding the Front Campus Senior Send-off on the eve of commencement and the class receptions after the two Saturday ceremonies.

While I understand the decision to move commencement from Front Campus will be a disappointment for some, I hope that all members of the campus community will help to kick off these new traditions.
6. **FALL 2014 COMMENCEMENT** Our upcoming December 2014 Commencement will, as always, be held inside the Centennial Center. This semester's commencement is scheduled for 1:00 p.m. on Saturday, 13 Dec 2014.
7. **STATE CHARITABLE CONTRIBUTIONS PROGRAM (SCCP)** Our annual State Charitable Contributions Program (SCCP) has come to an end, and I would like to personally thank our co-chairs, Dr. Kirk

Armstrong and Mr. Artis Williamson, for a job well done. And I would like to thank all of our faculty and staff who are committed to this important effort. This year, 218 GC employees gave \$26,269 to the charitable campaign. Georgia College increased giving by 39.4% and increased employee participation by a remarkable 84%. Georgia College had more employees give to the campaign than any other institution in the University System of Georgia, and only Georgia State University in Atlanta raised more money (as a USG institution)

8. **FACILITIES** The Arts & Sciences courtyard will be open when you return for Spring Semester.
9. **FACULTY AND STAFF HOLIDAY OPEN HOUSE – OLD GOVERNOR’S MANSION** Janie and I would like to invite you and your guest to join us for the annual holiday celebration and open house at the Old Governor’s Mansion on Friday, 12 Dec 2014, from 4:30 p.m. to 6:00 p.m. I hope you can come and will encourage those in your representative areas to attend as well.
10. **QUESTIONS** President Dorman invited questions from the floor. There was only one which the President referred to Provost Brown for a response.
 - a. **QUESTION FROM THE FLOOR** Why is the practice of encumbering travel reimbursements across a fiscal year being discontinued?
 - b. **ANSWER (PROVOST BROWN)**
 - i. I have consulted with Susan Allen on this matter and I wish she were present at this meeting as she is more familiar with the details than I am.
 - ii. The reasons that this is being discontinued are three-fold (1) it is out of compliance with best practice in business affairs (2) it is out of compliance with USG practice (3) it produces too much surplus (monies returned to the state): Specifically in the cases when the anticipated travel costs are overestimated, the surplus is returned to the state and in effect we as an institution forfeit that surplus.
 - iii. You will still be able to be reimbursed for travel expenses incurred during the period between the start of the fiscal year (July 1) and the time that faculty development funds are received by departments (typically September). We will simply use a different process and reimburse with money from the faculty development funds anticipated to be received during the same fiscal year.
 - iv. Susan Allen and I will work with individuals, as needed, to explore options for travel reimbursements of this type that are anticipated for 2015.
 - v. Susan Allen and I will send an email to Deans and Department Chairs explaining the policy and how to begin implementing it for FY15.

PROVOST’S REPORT: Provost Kelli Brown

1. **FACULTY EXCELLENCE**

Please join me in welcoming to Georgia College the following Academic Affairs staff:

- a. **John H. Lounsbury College of Education Dean**
 - i. **Successful Candidate** After a national search and interviewing three excellent candidates on campus, I am pleased to announce that effective 1 Jan 2015 Dr. Joseph M. Peters will be the John H. Lounsbury College of Education Dean. Dr. Peters comes to Georgia College with a wealth of administrative experience with his most recent position as Dean and Professor, College of Education at Chaminade University in Hawaii, and Professor, School of Education at University of West Florida from 1998-2011. Dr. Peters brings to Georgia College a great deal of expertise in online education as a teacher and contributor to professional publications. A past K-12 schoolteacher and later university professor, Dr. Peters has received numerous teaching honors and recognitions. Dr. Peters was an ACE Fellow in 2007-08.
 - ii. **Search Committee** I want to personally thank the search committee comprised of: Dr. Linda Bradley, Ms. Keisha Foston, Dr. Chris Greer, Dr. Lisa Griffin (non- college of education representative), Mr. Mike Newton (Jasper County Superintendent of Schools &

GC alumni), Dr. Marcia Peck, Ms. Brittney Perry (student representative), Dr. Holley Roberts, and Senior Associate Provost Dr. Tom Ormond (chair of committee) for working with the search firm of Academic Search, Inc. to select three well-qualified candidates to visit Georgia College. This committee diligently reviewed numerous candidates, conducted neutral site interviews, contacted references, participated in many conference calls and meetings, and facilitated on-campus interviews. Thank you for your service to the college, university and community.

iii. **Welcome** Please join me in welcoming Dr. Joseph M. Peters to Georgia College!

b. **Associate Provost for Student Success and Strategic Initiatives**

i. **Successful Candidate** After a national search Georgia College announces a new member of the university's leadership team. Dr. Carolyn Denard will serve as associate provost for student success and strategic initiatives, and director for the Center for Student Success.

- “Dr. Denard brings a wealth of student success experience to Georgia College as well as her experiences at liberal arts colleges and universities,” said Dr. Kelli Brown, provost and vice president of academic affairs. “Under her leadership we will continue to build on our strong student-centered foundation to have the best academic services available for our students to succeed not only here at Georgia College, but also after they have graduated.”
- Denard is currently the dean of the college at Connecticut College in New London, Connecticut. She has also served as assistant dean of the Emory University graduate school, associate dean of the college at Emory University and associate dean of the college at Brown University.

ii. **Search Committee** I want to personally thank the search committee comprised of: Dr. Mark Pelton (chair), Ms. Kay Anderson, Mr. Mike Augustine, Ms. Kate Benson (student representative), Dr. Lee Gillis, Ms. Jeanne Haslam, Dr. Andy Lewter, Dr. Ben McMillan, and Mr. Neil Jones (Academic Affairs liaison). This committee diligently reviewed close to one hundred candidates, conducted telephone interviews, contacted references, participated in many conference calls and meetings, and facilitated on-campus interviews. Thank you for your service to the college, university and community.

iii. **Welcome** Please join me in welcoming Dr. Carolyn Denard to Georgia College!

2. **INSTITUTIONAL/PROGRAM EXCELLENCE**

a. **SACSCOC Update** We are now waiting to hear from the SACSCOC (Southern Association of Colleges and Schools Commission on Colleges) during the upcoming SACSCOC annual conference.

b. **Provost Fellow** Through an internal process at Georgia College, Dr. Wendy Mullen has been selected as the 2015-16 Provost Fellow.

3. **STUDENT EXCELLENCE**

a. **National Scholarship Office** Currently have a search going on for the Director of the National Scholarship Office. Watch Front Page for announcements.

b. **Renovations (Lanier Hall)** Moving forward with renovations on the 2nd floor of Lanier Hall for the Center for Student Success.

4. **QUESTIONS** Provost Kelli Brown invited questions from the floor. There were none.

COMMITTEE REPORTS: The following committee reports were given.

1. **SUBCOMMITTEE ON NOMINATIONS** (SCoN) – John R. Swinton

Officers: Chair John R. Swinton, Secretary Craig Turner, No Vice-Chair position for this committee.

a. **Election Oversight** Requests have been distributed to the four colleges on campus and the library asking for their elected faculty senator election procedures. To date I have received two of these (from the College of Health Sciences and College of Business). I will be contacting the other units

to remind them in the coming week. This is part of the election oversight responsibility of the Executive Committee.

- b. **Replacements** We have been notified of three “retirements” from the University Senate. Two of the three units responsible for choosing replacements for the retiring representatives have notified me of their selection of replacements. I am waiting to hear from the President’s office on the third. We hope that we will be able to submit the committee assignment nominations for all three replacements for confirmation at the next University Senate meeting.

2. **ACADEMIC POLICY COMMITTEE (APC)** – Howard Woodard

Officers: Chair Howard Woodard, Vice-Chair Donovan Domingue, Secretary John Sirmans

- a. **No Quorum** The Academic Policy Committee has no new business to report. The committee did not meet on 24 Oct 2014 as multiple members were out of town attending professional conferences resulting in quorum not being met.
- b. **Next Meeting** The members of the Academic Policy Committee will continue discussion on their topics at their 23 Jan 2015 meeting.

3. **CURRICULUM AND ASSESSMENT POLICY COMMITTEE (CAPC)** – Stephen Wills

Officers: Chair Stephen Wills, Vice-Chair Bill Miller, Secretary Juan Ling

- a. **Informational Item** According to new language added to the CAPC operating procedures, CAPC now serves as an appellate body for those wishing to appeal decisions made by the Subcommittee on the Core Curriculum (SoCC). This recently added operating procedures language is as follows.
Those objecting to a decision by SoCC may submit a written appeal to CAPC. They must do so within ten business days after the SoCC decision. At least three faculty must sign the appeal.

- b. **MOTION 1415.CAPC.002.C (ESTABLISH A NON-DEGREE CERTIFICATION PROGRAM IN INSTRUCTIONAL TECHNOLOGY)** On behalf of the committee, Stephen Wills, CAPC Chair, presented the motion *To approve the establishment of a new non-degree certification program in Instructional Technology as proposed by the College of Education.*

- i. **SUPPORTING DOCUMENTS** Motion 1415.CAPC.002.C, accessible in the online motion database, was displayed on the big screen. There was one supporting document.

- 1) *Non-Degree Certification Program in Instructional Technology* A pdf file containing the proposed revisions with rationale, a substantive change letter to the Professional Standards Commission (PSC), and the proposed program of study.

- ii. **CONTEXTUAL INFORMATION** Stephen Wills shared the following contextual information.

- 1) The College of Education is seeking to add a non-degree program in Instructional Technology to enable teachers to gain Instructional Technology Coordinator certification with the State of Georgia without having to complete the entire curriculum of the Master of Education in Educational Technology.

- 2) Many in-service teachers already possessing a master’s degree are seeking this certification.

- 3) The delivery of this certification program will not require any new courses or any new faculty, as the courses comprising this program are a subset of those required for the existing Master of Education in Educational Technology degree.

- iii. **DISCUSSION** The Presiding Officer failed to call for discussion of this motion and went straight to the vote.

- iv. **SENATE ACTION** Motion 1415.CAPC.002.C was *approved* by voice vote.

- c. **MOTION 1415.CAPC.001.C (RENAME THE M.ED. IN SPECIAL EDUCATION)** On behalf of the committee, Stephen Wills, CAPC Chair, presented the motion *To approve the renaming of the M.Ed. in Special Education from "Special Education - Interrelated" to "Special Education" as proposed by the College of Education.*

- i. **SUPPORTING DOCUMENTS** Motion 1415.CAPC.001.C, accessible in the online motion database, was displayed on the big screen. There was one supporting document.
 - 1) *M.Ed. In Special Education Name Change* A pdf file containing a 17 June 2014 memo from Ginny L. VanRie to the College of Education Curriculum Committee and College of Education Faculty providing a description of the change with rationale, the proposed effective date of the change and the anticipated impact on trainees.
 - ii. **CONTEXTUAL INFORMATION** Stephen Wills shared the following contextual information.
 - 1) The faculty in Special Education are seeking to change the name of their program from *Special Education – Interrelated* to just *Special Education*. Interrelated Special Education used to be a certification category for teachers in the state of Georgia; however, that certification no longer exists. In order to stay current with Georgia teacher certification terminology, the name needs to be changed.
 - 2) There are no proposed changes to the program curriculum.
 - iii. **DISCUSSION** The following were points of discussion.
 - 1) A question from the floor requested discussion on the previous motion. The Presiding Officer apologized for omitting the discussion of the previous motion and suggested that, if there were no objections, the body first reach disposition of the current motion after which a motion to reconsider could be entertained. Silence from the floor was interpreted by the Presiding Officer as assent from the body.
 - iv. **SENATE ACTION** Motion 1415.CAPC.001.C was *approved* by voice vote with no further discussion.
- d. **A MOTION TO RECONSIDER 1415.CAPC.002.C (ESTABLISH A NON-DEGREE CERTIFICATION PROGRAM IN INSTRUCTIONAL TECHNOLOGY)** was made, seconded and approved by voice vote. The motion text of 1415.CAPC.002.R is as follows. *To approve the establishment of a new non-degree certification program in Instructional Technology as proposed by the College of Education.*
- i. **SUPPORTING DOCUMENTS** Motion 1415.CAPC.002.C, accessible in the online motion database, was displayed on the big screen. There was one supporting document.
 - 1) *Non-Degree Certification Program in Instructional Technology* A pdf file containing the proposed revisions with rationale, a substantive change letter to the Professional Standards Commission (PSC), and the proposed program of study.
 - ii. **CONTEXTUAL INFORMATION** provided by Stephen Wills was not repeated and is provided above in 3.b.ii.
 - iii. **DISCUSSION** The following were points of discussion.
 - 1) A question from the floor asking “Is there a precedent for such a certificate?”
 - a) The answer was “Yes, this is common practice in the College of Education.”
 - 2) There was a reminder that this was a repackaging of a subset of courses from an existing program (the Master of Education in Educational Technology degree)
 - 3) It was noted that completion of the collection of courses results in a Teaching Certification from the state of Georgia and in coordination with the Professional Standards Commission (PSC).
 - 4) A question from the floor asking “Is this non-degree similar to the Leadership Certificate Program?”
 - a) The answer was “No, that is a certificate program, this is a certification.”
 - b) Clarification was offered from University Registrar Kay Anderson on the difference between earning a certificate and earning a certification. A certificate is a document certifying the completion of a set of requirements – typically courses and/or experiences – which credentials the bearer in a particular specialization. While it is an academic credential awarded by an institution, certificates are distinct from academic degrees and are typically

more specialized. In contrast a certification is a state licensure and is awarded by a body external to this institution. The Leadership Program is a Georgia College certificate program whereas the current proposal is for a non-degree teaching certification in Instructional Technology culminating in a state licensure for a successful candidate.

iv. **SENATE ACTION** Motion 1415.CAPC.002.C was *approved* by voice vote.

4. **SUBCOMMITTEE ON CORE CURRICULUM** (SoCC) – Stephen Wills for Julia Metzker

Officers: Chair Julia Metzker, Vice-Chair Amy Sumpter, Secretary Kay Anderson

a. **SoCC Intranet Site**

i. The courses approved and under review are viewable at <http://intranet.gcsu.edu/socc>

b. **Courses Recently Approved**

i. Mass Communication International Buffoonery (Area B2 and Global Perspectives)

ii. NRSB 3560 & NRSB 4660 (Global Overlay)

c. **Other Activity**

i. **Changes to Review Process** Each proposal is assigned to a team of three members of the committee with a liaison to the proposer. This will speed up our review process.

ii. **Faculty Perceptions of Core Survey** was sent to all individuals currently teaching any course at Georgia College. Please encourage your colleagues to complete the survey.

iii. **Routing Process for Course Substitutions for GC1Y/GC2Y** Students will continue to use the *Petition for Change in Degree Course Substitution* form and be directed to the registrar for processing. However, instead of requiring the Dean of the College of Arts and Sciences signature for all core substitutions, the registrar will determine which Dean is appropriate to approve the request. This change has been approved by Dr. Ormond and communicated to the Center for Student Success for advising purposes.

iv. **Modification to Existing Core Courses** A form for submitting changes to existing core courses is in development.

v. **Applying Global Overlay to Existing Courses** SoCC encourages departments to seek the Global Overlay for courses taught in their departments (core or major) that have significant global content. The forms necessary to do so are available at <http://intranet.gcsu.edu/socc>

5. **FACULTY AFFAIRS POLICY COMMITTEE** (FAPC) – Tom Toney

Officers: Chair Tom Toney, Vice-Chair Barbara Roquemore, Secretary Carol Sapp

a. **Meeting** The Faculty Affairs Policy Committee of the University Senate met on 14 Nov 2014 from 2:00pm to 3:15pm. The following topics were discussed and/or "farmed out."

i. **Student Opinion Surveys** Clarification was sought at the most recent meeting of the Executive Committee with Standing Committee Chairs on two aspects of the student opinion surveys.

1) Low participation rate and how it might be improved. One suggested remedy was to designate some class time to have students complete the student opinion surveys during a class meeting rather than expect the students to complete these surveys outside of class.

2) The second matter was the recent reduction in the number of classes surveyed to a minimum of two classes per semester rather than all classes meeting the threshold student count (ten for undergraduate and five for graduate). The response was that the administration to all classes was at this time cost prohibitive as there are both fiscal implications (charged for the number of students invited to complete the opinion surveys not the number who do complete the surveys) and technology person-hours (multiple hours necessary for technology personnel to prepare and process the student opinion surveys). There was a reminder that the IDEA Center instrument was chosen primarily for its national-norming and that given the reality of the cost of implementation, it may be time to review whether this option is in the

best interest of the university going forward and whether the national-norming is a facet of the surveys valued by faculty in the context of faculty evaluation, be it formative or summative.

- ii. **Faculty Contract Conversion Factor** Exploring the difference between academic and fiscal year faculty contracts. How will this impact faculty? Reviewing the policy in place at the University of Georgia. A subcommittee is reviewing this issue.
 - 1) **12-month Pay Option** Will the exercise of this pay option promote the perception that faculty are on a twelve-month (fiscal year) contract rather than a nine-month (academic year) contract?
 - iii. **Emeritus Faculty** Exploring the rights and responsibilities of Emeritus Faculty. Douglas Goings is reviewing the policies in place at Kennesaw State University and will report back to the full committee at our next meeting.
 - iv. **Contingent Faculty Participation in Shared Governance** Exploration of contingent faculty participation in shared governance. A committee work group is researching the issue. Tom Toney is going to get the list of the individuals who are contingent faculty. A survey will be constructed to determine the interest, desires and preferences of these individuals relative to participating in shared governance.
 - 1) Tom Toney turned to Associate Provost Tom Ormond and took a moment to publicly request a list of contingent faculty. Tom Ormond responded that he would be delighted to supply the list. In addition, Tom Ormond provided some contextual information, noting that such a request had been received nearly a month prior from Ryan Brown, the Chief Academic Officer designee to FAPC. At the time of the request, a list of contingent faculty had been prepared within a day and when offered to Ryan Brown, Tom Ormond was asked to hold off on supplying the list.
 - v. **Post-Tenure Review** Plan to complete the review of the proposed revisions of Post Tenure Policies and Procedures. Tom Toney will complete language changes.
 - vi. **Pre-Tenure Review** Review of Pre-Tenure Policies and Procedures for next meeting. The primary concerns have been the process for notification and the timeline. Anecdotal evidence from committee members reports quite a variation in implementation with respect to these two facets.
- b. **Discussion** At the conclusion of the FAPC report, there was some discussion from the floor.
- i. **12-Month Pay Option** A clarification was offered from the floor that the ADP contract had expired and that currently a replacement vendor is being sought by the USG. With the replacement vendor, a 12-month pay option for academic year faculty will be implemented.
 - ii. **Student Opinion Surveys: Response Rate** Tom Ormond reported the recent historical response rates since the adoption of the IDEA survey instrument. In summary, the response rate was 38.9% (fall 2013), 42.9% (spring 2014) and presently 43.0% (fall 2014 in-progress) and Tom Ormond projected that the response rate for fall 2014 could climb to 60% with the help of those present at the meeting encouraging their faculty colleagues to make an effort to encourage their students to respond to the survey.
 - iii. **Student Opinion Surveys: Recently Adopted IDEA Survey** Discussion points included:
 - 1) It is difficult to implement the IDEA survey with online courses.
 - 2) The IDEA survey is not a great instrument and a waste of time for everybody.
 - 3) Narrative responses by students seem to be diminished due to there being too many questions on the survey. I find the narrative comments by students of most value.
 - 4) The IDEA survey is really great!
 - 5) **Question** Is it being used for national-norming? **Answer** There is a diagnostic report available to supply this norming information but the question of its use is best deferred for a response to each department.

- 6) There has been a tremendous effort provided by the DoIT (Division of Information Technology) to implement the survey.
- 7) Just found out yesterday that this is not serving us well for small graduate classes.
- 8) An option to handle small classes is available – contact Tom Ormond for details.
- 9) The student opinion survey policy calls for a minimum of two classes per instructor per semester to be surveyed. Surveying more than two classes per semester for an instructor is an option that can be implemented at the request of either the instructor or the department chair.

6. **RESOURCES, PLANNING AND INSTITUTIONAL POLICY COMMITTEE** (RPIPC) – Jan Clark reporting for Ben McMillan

Officers: Chair Ben McMillan, Vice-Chair Jan Clark, Secretary Brittiny Johnson

a. **Active Items**

- i. **Staff Training** RPIPC is working with Daniel Simpson (Georgia College Training Coordinator) to meet staff training needs with the use of faculty or graduate assistant trainers. A survey of training needs will be completed on the 18th of November. The committee will follow through with the coordinator to help facilitate training as well as available space on campus.
- ii. **PAWS** A request has been made to improve the functionality of Banner/Paws by allowing a student to search available classes by pre-requisites. The capacity exists but is currently not available until after drop date.
- iii. **12-month Pay Option** will be implemented by the USG in two to four years with the change of payroll vendors.
- iv. **Listserv for Faculty** A proposal will be completed and forwarded to GC Communications (John Hachtel) for potential approval by President Dorman. The proposal will offer an opt-out provision, a monitor, and general provisions of content to be allowed to be presented.
- v. **Technology Policy** RPIPC endorsed adoption of the proposed Information Technology policy with exceptions anticipated for retiree email address access and continuing websites for retirees. This policy will be submitted into the online motion database for consideration at the next meeting of the University Senate scheduled for 2:00pm on 13 Feb 2015.

b. **Future Items**

- i. **Common Meeting Time** Review of common meeting times to allow student representatives to participate in committee meetings.
- ii. **Faculty Club** The potential of an on-campus faculty club.
- iii. **Employee Directory** A proposal for a printed employee directory to be provided to faculty every five years will be considered.
- iv. **Front Page Concerns** Notices are not being placed on the Front Page email in a timely manner or being excluded.
- v. **ADA Compliance** Review of Terrell Hall's Americans with Disabilities Act (ADA) compliance particularly with respect to accessibility.

c. **Discussion** At the conclusion of the RPIPC report, there was some discussion from the floor.

- i. **Faculty Listserv** The following were points of discussion.
 - 1) President Dorman addressed the faculty listserv by saying that this does not require his approval and that this can be done right away as there is an existing mechanism for the establishment of a campus listserv. Specifically, a listserv owner must be identified, the listserv would have to be opt-in and cannot be opt-out, ground rules must be established governing the content and appropriate etiquette of postings to the list, and finally a moderator/monitor must be appointed to enforce the ground rules.
 - 2) A clarification from the floor was offered that the desire was not so much for a faculty listserv but a revival of the old announce list where anyone (university

employee) could post to it, the content was faculty/staff announcements for events (performances, sporting, academic, etc.), every employee was a member, and it was done away with by what was perceived by many to be administrative fiat even in the presence of a significant number (between one and two hundred) of supporters for its continuance.

3) The recent transition to Frontpage digests was due to the documented three to four percent open rate that messages were receiving indicating that a very small proportion of recipients read the messages.

4) President Dorman reiterated that a listserv could be initiated right now in the manner he previously described in detail. (See 6.c.i.1) above)

ii. **Front Page Concern** A clarification was offered from the floor that the Front Page concern included a perception by some proposers that the posting of their messages are denied with no clear rationale for the denial. There is a desire to have a clear statement of the criteria for posting inclusion in the Front Page email digests and that reasons for denials be provided to any proposer of a posting which is not accepted for inclusion in the digest email messages.

iii. **Common Meeting Time** A clarification was offered from the floor that the common meeting time concern was not exclusively for student attendance of governance meetings but included also the concern that faculty advisers were unable to attend meetings of Registered Student Organizations (RSOs) scheduled during the common meeting time.

7. **STUDENT AFFAIRS POLICY COMMITTEE** (SAPC) – Macon McGinley

Officers: Chair Macon McGinley, Vice-Chair Amy Pinney, Secretary Nicole DeClouette

a. **No Quorum** The 5 Dec 2014 meeting of SAPC was cancelled due to no quorum. Informal discussion among the students and faculty that were present resulted in the decision to bring a concern regarding the grade appeal policy to the 3:30-4:45 5 Dec 2014 meeting of the Executive Committee with Standing Committee Chairs (ECUS-SCC), as it already exists as a policy and it is the policy's accessibility and clarity that seem to be the main concerns. Student member of SAPC, Moriah Thomas, volunteered to speak at the 5 Dec 2014 ECUS-SCC meeting to provide the contextual background from her and her constituents' experiences. Moriah's testimony was timely for this day due to her December 2014 graduation. The grading appeal policy was steered to APC for review at the 5 Dec 2014 ECUS-SCC meeting.

b. **New Business** One item of new business was anticipated for discussion at the next SAPC meeting and had come to the attention of Macon McGinley by a member of the campus who mistakenly thought that she was still the faculty advisor to the student newspaper.

i. Review of policy on Greek organizations that have been put on probation, suspension or some other form of disciplinary action but are still recruiting and pledging current students. This was prompted by news that Kappa Sigma, which was suspended in Fall 2012 for four years for criminal actions and two years of complaints, is now signing pledges This topic triggered a lively discussion on the floor distilled to the following points.

1) Chief Student Affairs Officer Bruce Harshbarger reported that this suspension was originally four years and is presently indefinite, by virtue of the fact that the organization chose to disregard its four-year suspension and continue operating in violation of it.

2) At present this group is recruiting as a community organization and this institution has no authority over the recruitment practices of community organizations.

3) We should send the strongest possible message – ought to be able to ban groups engaging in this form of unacceptable behavior from our campus.

4) This group is not unlike a motorcycle gang.

5) It is critically important to remember that these are our students. The students presently comprising this group are not the ones whose actions caused the

suspension or the ban from campus. My personal experience with the student members of this organization is that they are responsible gentlemen.

- 6) Chief Student Affairs Officer Bruce Harshbarger shared an anecdote alluding to an unpleasant and heated interaction he had with members of the national organization at the time the campus ban/suspension was being imposed.

c. **MOTION 1415.SAPC.001.R (FULL-TIME LGBT' SERVICES COORDINATOR POSITION)** On behalf of the committee, Macon McGinley, SAPC Chair, presented the motion *The University Senate advocates the hiring of a full-time LGBT' Services Coordinator position within the Office of Institutional Equity and Diversity (OIED) at Georgia College & State University.*

i. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1415.SAPC.001.R, accessible in the online motion database, was displayed on the big screen. There was one supporting document.

- 1) *Support Doc for Resolution for Full-Time LGBT' Service Coord. Position* An MSWord file articulating the resolution of which endorsement was being requested.

ii. **CONTEXTUAL INFORMATION** Macon McGinley shared the following contextual information.

- 1) The resolution offered for university senate consideration is nearly identical language to a recently adopted resolution by the Student Government Association.
- 2) The resolution was already circulated to Veronica Womack's office to support its budgetary request efforts.

iii. **DISCUSSION** The following were points of discussion.

- 1) Two questions from the floor were raised. Specifically: Is it typical for the University Senate to lobby for a position? Is there a precedent for this? I don't see proposals for a faculty position for a department coming to the University Senate as a resolution.

a) Macon McGinley responded to say that SAPC found this to be a university-wide concern but was unaware of a precedent or this being typical.

2) This resolution has potential to have long term fiscal implications.

3) This resolution falls within the advisory capacity of the University Senate.

4) **MOTION TO EXTEND MEETING** As it was 4:43pm, Susan Steele noted that there was a need to adjourn the meeting at 4:45pm in the absence of a motion to extend the meeting time. A *MOTION To postpone adjournment from 4:45pm to 4:55pm* was made, seconded and approved.

5) Provost Brown noted that conversion of the LGBT Coordinator position from part-time to full-time was included as an item in this year's Academic Affairs budget request.

iv. **SENATE ACTION** Motion 1415.SAPC.001.R was *approved* with no further discussion.

8. **STUDENT GOVERNMENT ASSOCIATION (SGA)** – Juawn Jackson

Officers: President Juawn Jackson, Vice President Gina Webber, Secretary Laura Ahrens, Treasurer David Gastley

a. **Replacement** Tyler Bragg will be our new selected student senator effective 1 Jan 2015. He is replacing Moriah Thomas who is graduating in December 2014.

b. **Homecoming Updates** I would like to officially announce that in our efforts to increase campus ethos, we will be officially separating Mr. & Miss Georgia College from Homecoming King and Queen. Mr. & Miss Georgia College will become a Scholarship Competition debuting Fall 2015. Homecoming King & Queen will remain in the Spring semesters and will also feature the election of a Duke & Duchess to increase Homecoming participation among Freshmen and Sophomores. (many major schools – such as Georgia Southern – have one).

c. **Prioritization Efforts** The Student Government Association's Mandatory Student Fees Prioritization Task Force is completing its report.

- d. **Reunion to Tailgate** Due to a conflict in dates, we are changing the SGA Reunion to a SA Tailgate during Tent City at Homecoming. The SGA Reunion will be postponed until next year to celebrate SGA's 80th anniversary.
9. **EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE** (ECUS) – Susan Steele
Officers: Chair Susan Steele, Vice-Chair John R. Swinton, Secretary Craig Turner
- a. **No Oral Report** This report was not provided orally during this meeting due to the shortness of time.
- b. **Written Report** During the preparation of these minutes, the following report was filed.
- c. **Strategic Planning** Susan Steele attended President Dorman's Strategic Planning workshop on behalf of the University Senate.
- d. **Internal Audit of University Senate Processes**
- i. **Audit** Julia Hann and Internal Audit Services staff have performed a review of University Senate processes and offered suggestions on possible ways to improve processes. The Executive Committee will review these suggestions and follow up as necessary.
 - ii. **Policy Implementation** Some of the suggestions pertained to follow-up once a motion (including policy) has been approved or endorsed by the University President and are provided here.
 - 1) The University Senate propose motion implementers for consideration by the University President.
 - 2) Specific guidance on the actions to be taken by the implementer be documented.
 - 3) Individuals assigned as implementers receive notification of this assignment.
- e. **Election Procedures** Elected Faculty Senator Election Procedures are being requested from each academic unit (colleges and the Library) in preparation for Spring elections.
- f. **ECUS and Standing Committee Chairs Meeting** ECUS met on 14 Nov 2014 with standing committee chairs. The following items were among those discussed.
- i. **(S)election Oversight** ECUS has the responsibility to oversee the selections/elections of faculty, staff, students and appointees to the 2015-2016 University Senate.
 - ii. **Academic Policy Committee (APC)** had no proposed motions for consideration by the University Senate at its 5 Dec 2014 meeting.
 - iii. **Curriculum and Assessment Policy Committee (CAPC)** had two motions for consideration by the University Senate at its 5 Dec 2014 meeting.
 - 1) Motion 1415.CAPC.001.C - Rename the M.Ed. in Special Education
 - 2) Motion 1415.CAPC.002.C - Establish a Non-Degree Certification Program in Instructional Technology
 - iv. **Subcommittee on the Core Curriculum (SoCC)** will be introducing proposed revisions to address the concerns of President Dorman for the bylaws language pertaining to SoCC that was considered as motion 1314.EC.001.B at the end of the 2013-2014 academic year. These recommendations will be discussed at the 5 Dec 2014 university senate meeting prior to a vote anticipated at the 13 Feb 2015 university senate meeting.
 - v. **Faculty Affairs Policy Committee (FAPC)** had no proposed motions for consideration by the University Senate at its 5 Dec 2014 meeting.
 - vi. **Resources, Planning and Institutional Policy Committee (RPIPC)** had no proposed motions for consideration by the University Senate at its 5 Dec 2014 meeting.
 - vii. **Student Affairs Policy Committee (SAPC)** had one motion for consideration by the University Senate at its 5 Dec 2014 meeting.
 - 1) Motion 1415.SAPC.001R - Full-Time LGBT' Services Coordinator Position
 - viii. **5 Dec 2014 Agenda** The tentative agenda for this meeting was set by ECUS and standing committee chairs.

INFORMATION ITEMS: Of the following informational reports, none were provided orally. If written reports were received during the preparation of these minutes, they are included here.

1. **DATA STANDARDS COMMITTEE** – Craig Turner
 - a. This committee has not met since summer 2014. There is no new information to provide at this time.
2. **RISK ADVISORY BOARD** – Susan Steele
 - a. Susan Steele participated in a panel discussion (as a member of the panel) during November 2014 as part of the programming for Fraud Awareness Week.
3. **SPACE UTILIZATION COMMITTEE** – Howard Woodard
 - a. The next meeting of this committee is Wed 10 Dec 2014. I should have updates to report at the next University Senate meeting.
4. **TECHNOLOGY INFRASTRUCTURE ADVISORY COMMITTEE** – Ben Davis
 - a. **GC One** Jamie Defoor informed the committee that GC One was active. MyPassword has been introduced which provides the ability to sync your Georgia College username and password for Unify, email and the network. This will also allow you to reset an expiring password, reset a forgotten password and will provide email alerts beginning 14 days before your password expires. It is web-based and can be accessed on most devices from any location. The new password will be valid for 180 days. There hasn't been negative feedback or errors since rollout. Simply go to mypassword.gcsu.edu to enroll. You will have to decide on 5 security questions in order to complete the enrollment.
 - b. **Office 365 One Drive for Business** Brad Fowler gave a demonstration on Office 365. The software is free with your outlook account. All faculty and staff have an account. Can be installed on up to 5 machines, including tablets and phones. The data is owned by GC and will never be moved out of the country. 32 bit is recommended. Instructions for Office 365 can be found under the Start Tab of Unify.
 - c. **Wireless Network Authentication** Dr. Orr gave an overview of the campus-wide wireless networking. 90 classrooms have been upgraded with new Wireless Access points. 60 classrooms are left. Within the next 2 months residents will be upgraded from 4 to 1 density and multiple antennas will be added. Completion is anticipated by January 2015.
 - d. **Innovation Station** The Innovation Station (IS) has opened. IS includes a training room with seating capacity of 12 for any training. Brad Fowler and Donna Beckner will be conducting these classes. More activities to come.
 - e. **WebEx and Kaltura** Dr. Orr updated the committee on WebEx, Kaltura and Collaborate. Cisco will provide the license to all students for WebEx teleconferencing. It will be integrated into D2L. Kaltura can be used by anyone. Kaltura's repository house will store instructional videos and has wonderful editing tools. Will also be integrated into D2L.

UNFINISHED BUSINESS: There was one item of unfinished business.

1. **Motion 1314.EC.001.B: Proposed Bylaws Revision (Language Pertaining to SoCC)**
 - a. **SoCC Deliberation** Stephen Wills, CAPC Chair, presented the following points on behalf of Julia Metzker, SoCC Chair, who had extended regrets and was unable to attend this meeting.
 - i. **Context** The following excerpt from the 03 Oct 14 meeting of the Executive Committee of the University Senate with Standing Committee Chairs (ECUS-SCC) provides context for the issue.

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.

- ii. **Consultation with President Dorman** The Subcommittee on the Core Curriculum (SoCC) has consulted with the University President to formulate a compromise regarding the revision to the university senate bylaws (Motion 1314.EC.001.B). The specific issues and proposed compromise positions (solutions) are detailed below.
 - 1) **Teaching Representative**
 - a) **Issue** The term teaching representative isn't clearly defined and could be subject to interpretation.
 - b) **Solution** The definition below is acceptable to Dr. Dorman and was endorsed by SoCC.

A teaching representative is defined as a full-time member of the corps of instruction who has taught a course in the represented area within two calendar years prior to the date of appointment to the subcommittee.

[NOTE We realize that all members of the corps of instruction are full-time but we felt the emphasis was important.]
 - 2) **SoCC Chair Eligibility**
 - a) **Issue** The bylaw change allows for non-senator members of SoCC to be eligible to hold the chair position. This is not common practice in University Senate committees. However, restricting the chair to the senator members would limit the potential candidates to three members, which could be as little as twenty percent of the members of the committee.
 - b) **Solution** The following process for electing the SoCC chair was acceptable to Dr. Dorman and was endorsed by SoCC.

During the organizational meetings for the committees, SoCC and CAPC will convene together. At this meeting, SoCC will elect their chair from the body. Any member of SoCC is eligible for chair. During the same meeting, the SoCC chair will be presented to CAPC for an approval vote. If the chair is not approved by CAPC then SoCC will elect another chair and repeat the process.
- b. **Presidential Clarification** President Dorman was invited to offer any clarification he deemed necessary in the statement of his concerns. His felt his concerns were accurately represented in the remarks given by Stephen Wills.
- c. **Anticipation of Motion to Reconsider** Susan Steele, Presiding Officer of the University Senate, indicated that this information will inform a motion to reconsider Motion 1314.EC.001.B anticipated to be formally made at the next meeting of the University Senate scheduled for 13 Feb 2015. She encouraged university senators to review the documentation circulated by email with the agenda of this meeting noting that it provided the specific proposed revisions to the bylaws language – incorporating the aforementioned compromise positions – pertaining to the Subcommittee on the Core Curriculum.

NEW BUSINESS: There was no new business.

ADJOURN:

1. **ATTENDANCE AND THE SIGN-IN SHEET** Susan Steele requested that each individual present at the meeting sign the university senator attendance sheet or guest sign-in sheet on their way out if they hadn't already signed in.

2. **13 FEB 2015 UNIVERSITY SENATE MEETING START TIME 2:00 NOT 3:30** Susan Steele, Presiding Officer of the University Senate, reminded those present that the next meeting of the University Senate scheduled for 13 Feb 2015 will be held from 2:00-3:15 (rather than 3:30-4:45) as it precedes the University Service Recognition Ceremony which will occur during the 3:30-4:45 common meeting time that same day.
3. **MOTION TO ADJOURN** As there was no further business, a motion to adjourn was made, seconded, and approved. The meeting was adjourned at 4:55 p.m.