

Recommendations abstracted from annual reports

APC

1. Students on Probation – continuously on and off students seem trapped – Sub-committee headed by Cynthia Orms reviewed procedures system wide. After Additional discussion with Registrar the committee decided to table discussing pending new professional advisors program action.
2. Students with major swings in GPA in a given semester – Students who have a major swing in GPA in one semester are at Risk. Committee decided to table discussion since new professional advisors program may solve this issue.
3. Students who retake courses to replace grades – Should there be a limit to how many times students may retake a course. Sub-committee headed by Jason Rich reviewed procedures system wide. No action was taken and issued was tabled pending professional advisors and Registrar review.

CAPC

1. Discuss routing procedures (forms, flow, function) to put in place until workflow software is in place. Try to find out when this will occur.
2. Discuss a communication plan with Deans and Chairs as to how to propose, submit, and follow-up on proposals submitted.
3. Discuss the new request from SoCC regarding arbitration. Add this to operating procedures. Discuss ‘actionables’ (who, when) as to getting bylaws changed to include this permanently.
4. Discuss importance of communicating out information from university senate and subcommittee meetings with constituents. It seems that often this information is never shared out beyond committee or US meetings thus somewhat diluting the purpose and intent of shared governance.

FAPC

1. Contingent Faculty Participation in Shared Governance: The committee believes that contingent faculty across campus should have the opportunity to participate in shared governance, but we were debating which of two models to recommend, either a Senate subcommittee devoted to contingent faculty issues with contingent faculty volunteers or a number of elected contingent faculty in the Senate akin to how staff elect Senators. The committee recommends finishing this work.
2. Post-Tenure Review: Although the Post-Tenure Review changes were approved in November, another round of revisions to the document was steered to the committee after the last committee meeting. This revision should be next year’s committee’s first new agenda item.
3. Faculty Workload: Institutional Research provided the workgroup with requested data regarding classes sizes, but the Chairs Council declined its request for information regarding actual policies and procedures around workload. We decided to survey the Deans next. We were trying to ascertain if academic units had transparent and written policies and procedures regarding contact hours vs credit hours, credit for or banking of directed and independent study, class sizes, service requirements, and so forth, under the theory that the lack of transparent and written policies and procedures allows faculty labor to be unfairly exploited.

RPIPC

Possible issues to follow up on next year include: 12-month pay for faculty

SAPC

- 1) Continue the work on the active military attendance policy
- 2) Continue the work to become and be recognized as a military-friendly school
- 3) Continue to look into means to create and maintain a Veterans Center for GC
- 4) Obtain annual reports on the “Helping Hands Fund” to assess the size of the fund, increase or decrease in student needs from the funds, etc., in meeting needs of GC students

- 5) Develop a system for which a member of SAPC, whether student, staff, or faculty who cannot attend a meeting can share input and concerns prior to the meeting
- 6) Continue to research the RSO/common meeting time issues – develop a more appropriate survey and track changes over the next academic year
- 7) Follow up with Graduate offices as to informing graduate students about sexual harassment policies and procedures for reporting incidents

SoCC

1. More time will probably be spent on assessment issues.
2. Meeting every week is probably not a good idea.
3. It will be interesting to see if the D2L platform and new forms improve the review process.
4. Make a habit of inviting people who submit proposals to attend the meeting at which their proposals will be discussed. This seemed to work reasonably well and may help alleviate the misconception that the Subcommittee has some secret agenda.
5. When the Subcommittee grows in size it will be important to focus on the different expertise people bring to the table. I would suggest forming sub-subcommittees to address assessment issues for the different areas of the Core and not expect everyone to meet all the time. If busy faculty members feel they are being required to attend numerous meetings where their input is not required, the schedule will become onerous.

Committee’s Chair Reflections:

The difficulty of the tasks put before the Subcommittee started to take its toll this year. Committee meetings were more contentious than in years past and relationships with one or two faculty members outside of the Subcommittee were less than cordial. While most members took great efforts to maintain a professional approach throughout the year, the Subcommittee has been asked to undertake too many different tasks. It cannot simultaneously serve as the gatekeeper of entry into the Core and assessment of Core classes (and ultimately arbiter of courses that remain in the Core) with only the members’ goodwill toward the institution to maintain it. Considering how often the Subcommittee meets and the potentially volatile nature of some of the topics, it is unreasonable to think that the current model is sustainable. Ultimately, it is probably in the best interest of Georgia College to professionalize systematic assessment and allow faculty to focus on the nature of our Core.

ECUS

1. Provide regular campus-wide communication from the University Senate with updates of upcoming motions and committee deliberations.
2. Clarify with the administrative assistants for the President and the Provost of the attendance requirement at both the ECUS and ECUS SCC meetings.
3. Review the job responsibilities for the graduate assistant (noting they were established in April 2007).
4. Explore ways with ECUS SCC to more fully utilize the time allotment of the graduate assistant.
5. Request that in their oral reports to university senate, the committee chairs provide only a brief summary of their committee’s activities, focusing primarily on motions and main topics of committee deliberations.
6. Consult with the administrative assistants in the President’s office regarding the use and amounts of budget allocations.
7. See the *Tasks to Be Continued* column and *To Be Archived* items (column two) in the Executive Summary Section of this report.

Recurring Tasks	Accomplishments Unique to this Year	Tasks to Be Continued
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<ul style="list-style-type: none"> • facilitation of officer elections and organizational meetings for the 2013-14 senate committees • named a parliamentarian for the university senate meetings • named a graduate assistant for the 2013-2014 academic year • planning/facilitation of standing committee officer orientation • named chair/membership of the Subcommittee on Nominations • steered matters to appropriate university senate committees for deliberation • received operating procedures of standing committees • prepared and disseminated the agenda for ECUS, ECUS SCC, and university senate meetings • completed apportionment of elected faculty senators to the academic units • oversight of <ul style="list-style-type: none"> ○ elected faculty, selected student, and selected staff senators ○ student government and staff council appointees to S APC and RPIPC ○ Presidential appointees to university senate ○ Chief Officer designees to APC, CAPC, FAPC, RPIPC, S APC, and SoCC • completed the at-large election • received the governance retreat planning committee report • prepared and shared the 2014-15 governance calendar • established planning committee for the 2014 governance retreat • recognitions of the outgoing leaders, volunteers, senators • set template and due date of annual reports with SCC's • received and archived committee annual reports 	<ul style="list-style-type: none"> • established tentative guidelines for the newly established university senate budget • reviewed procedure of “mug shots” for university senator database • reviewed some communication concerns including <ul style="list-style-type: none"> ○ use of undefined terms such as “GC Leadership Team” ○ new and revised policies placed in PPPM ○ respect of governance calendar (scheduling of meetings coincident with university senate that cause senators to extend regrets) • endorsements conversation led to a desire of being proactive, rather than reactive on university-wide initiatives • task force representatives of university senate (as needed) • electronic tool fixes: exploring options of means by which this can happen • celebrating ten years of shared governance • motion of SoCC bylaws revisions was sponsored and passed <p>To be archived</p> <ul style="list-style-type: none"> • “mug shot” process • post-tenure review to FAPC • reimburse USGFC travel from the university senate budget • process for ensuring that new and revisions to policies (if approved) are placed into PPPM • university senate presiding officer to meet with direct reports of university president to be proactive with university-wide initiatives • celebrate ten years of shared governance 	<ul style="list-style-type: none"> • seek “fixes” for the electronic tools that are incorporated into the university senate website • establish an electronic “face” for the university senate through website modifications • collaborate with CAPC on a proposal for revision to the bylaws related to the oversight (arbiter for appeals) of SoCC • follow up items related to PPPM <ul style="list-style-type: none"> ○ communication of the process to ensure that revisions to existing policies or new policies are placed into the PPPM; ○ investigate and resolve broken links in the PPPM ○ resolve the conflicting policies on Student Opinion Surveys, ○ establish a process for archiving the PPPM
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