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

MEETING DATE & TIME: 4 SEPTEMBER 2015; 3:30 –4:45
MEETING LOCATION: 301 PARKS ADMINISTRATION BUILDING

## **ATTENDANCE:**

Мем	MEMBERS "P" denotes Present, "A" denotes Absent, "R" denotes Regrets				
P	Angel Abney (CoAS, CAPC Chair)	P	Lyndall Muschell (CoE, ECUS Member)		
R	R Kelli Brown (Provost)		Barbara Roquemore (CoE, FAPC Chair)		
P	Jan Clark (CoAS, RPIPC Chair)	P	Susan Steele (CoHS, ECUS Chair Emeritus)		
R	Jolene Cole (Library, ECUS Member)	P	John R. Swinton (CoB, ECUS Chair)		
R	Steve Dorman (University President)	P	Craig Turner (CoAS, ECUS Secretary)		
P	Chavonda Mills (CoAS, ECUS Vice-Chair)				

## **GUESTS:**

James Carlisle, Director of Enterprise Systems

Bob Orr, Chief Information Officer

Kelly Rickman, Application Systems Analyst, Enterprise Systems

Note: Neither APC Chair nor SAPC Chair have been elected to our knowledge as of this meeting date.

Italicized text denotes information from a previous meeting.	
*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 3:30 pm by John R. Swinton (Chair).		
II. Approval of Agenda	A MOTION to approve the agenda was made and seconded.	The agenda was approved as circulated.	

III. Approval of Minutes	As this was the first meeting of the 2015-2016 academic year for the Executive Committee
	with Standing Committee Chairs, there were no minutes to approve.
IV. Reports	no influtes to approve.
President's Report	As President Dorman had extended regrets
D 11 15	and was unable to attend the meeting, there
President Dorman	was no President's Report.
Provost's Report	As Provost Brown had extended regrets and
	was unable to attend the meeting, there was
Provost Brown	no Provost's Report.
<b>Executive Committee of the</b>	1. Motions ECUS has two motions to
<b>University Senate (ECUS)</b>	submit for University Senate
	consideration at its 18 Sep 2015 meeting.
John R. Swinton	Two documents have been recommended
	for adoption (with periodic review) as
	official university senate documents: the
	governance history presently known as
	draft governance history and the
	university senator handbook as distributed
	to 2015 governance retreat participants.
	2. Officers The 2015-16 ECUS officers are
	John R. Swinton (Chair), Chavonda Mills
	(Vice-Chair) and Craig Turner (Secretary)
	3. Meeting ECUS met on 4 Sep 2015 from
	2:00pm to 3:15pm. The following topics
	were discussed.
	a. <u>ECUS Secretary Election</u> Formally
	elected Craig Turner to serve as
	Secretary of the 2015-2016 ECUS.
	b. <u>ECUS Operating Procedures</u> were
	formally adopted.
	c. <u>Drafting Bylaws Revisions</u>
	i. Elected Faculty Senator
	Eligibility, clarify when the two

- years of service needed for eligibility ends to address the perceived ambiguity of this requirement.

  ii. Add the SoCC (Subcommittee on the Core Curriculum) Chair to the
- minimal membership of SCoN (Subcommittee on Nominations)
- d. Formally Appointed SCoN
  - i. Chair Chavonda Mills and
  - ii. Appoint minimal membership from university senate bylaws (ECUS Members, Standing Committee Chairs, Staff Council Chair, Student Government President) plus SoCC Chair.
- e. <u>University Strategic Plan</u> Costas Spirou provided information on the plans for developing the 2015-2020 strategic plan for the university. The interested reader is directed to the minutes of the 4 Sep 2015 ECUS meeting for details. This information will also be shared at the 18 Sep 2015 meeting of the university senate.
- f. Selection of LARP Representative At the 18 Sep 2015 university senate meeting, there will be an effort to elect (after calling for nominations) an individual to serve as a university senate representative on the LARP (Liberal Arts Renewal Process) Committee.
- g. Archivist and Story Teller The naming of a Georgia College Story Teller was proposed at the governance retreat. The deliberation

on this item was deferred to a future ECUS meeting. h. Steered the Following to Committees i. Resolution to adopt the AAUP (American Association University Professors) Redbook university statements as guidelines steered to FAPC (port to SAPC any student issues identified) curriculum ii. Develop review policy and procedures steered to APC (broader than CAPC scope) with direction to coordinate with CAPC when curricular review is within CAPC scope. iii. Reconsideration of policies and procedures for academic year contract faculty when asked to work (primarily service work) in the summer without a contract steered to FAPC noting that the 2010-2011 FAPC considered this matter. iv. Reallocation of parking spaces concern steered to RPIPC i. <u>Information Items</u> i. Department of Theatre changing name to Department of Theatre and Dance ii. Philosophy and Liberal Studies program to become a department. This gave rise to discussion as to whether or not this should be a discussion item or be a full

university senate debate. In the future, there needs to be clear

	guidelines for such changes due
	to potential resource allocation
	issues.
	iii. University Senate Budget \$5000
	annual allocation, 2015 retreat
	expenses paid in full, current
	balance \$2667.30.
<b>Academic Policy Committee</b>	1. Motions APC has no motions to submit
(APC)	for University Senate consideration at its
	18 Sep 2015 meeting.
Donovan Domingue	Note: While these minutes were in preparation,
	the APC elected Donovan Domingue as its
	Chair and David McIntyre as its Vice-Chair.
	2. <b>Officers</b> The 2015-16 APC officers are
	Donovan Domingue (Chair), David
	McIntryre (Vice-Chair) and John Sirmans
	(Secretary)
	3. <u>Meeting</u> As no representative of the APC
	was present at the meeting, there was no
	formal APC Report.
<b>Curriculum and Assessment</b>	1. Motions CAPC has one motion to submit
<b>Policy Committee (CAPC)</b>	for University Senate consideration at its
	18 Sep 2015 meeting. The motion is the
Angel Abney	proposed addition of a BA degree with a
	major in World Languages and Cultures.
	2. Officers The 2015-16 CAPC officers are
	Angel Abney (Chair), Amy Sumpter
	(Vice-Chair) and Nicole DeClouette
	(Secretary).
	3. Meeting The Curriculum and Assessment
	Policy Committee of the University
	Senate met on 4 Sep 2015 from 2:00pm to
	3:15pm. The following topics were
	discussed.
	a. <b>Bylaws Change</b> suggested wording
	for elected faculty senator eligibility
	"two academic years of service"
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	b. <u>CAPC Operating Procedures</u> were
	modified. Specifically, deliberation on
	information items is deferred to email
	conversation unless a committee
	member recommends face to face.
	c. MED Foundations (CoE) postponed
	to next CAPC meeting with four
	clarifications expressed.
	i. Clarify the coverage for staffing.
	ii. How will observation or
	supervision hours be handled for
	students who are not local?
	iii. Provide a justification and
	explanation for change from three
	hour courses to four hour courses
	iv. Provide verification that the
	proposal was reviewed and
	specifically approved by the CoE.
<b>Faculty Affairs Policy</b>	1. <b>Motions</b> FAPC has no motions to submit
Committee (FAPC)	for consideration by the University Senate
, ,	at its 18 Sep 2015 meeting.
Barbara Roquemore	2. <b>Officers</b> The 2015-16 FAPC officers are
•	Barbara Roquemore (Chair), Tom Toney
	(Vice-Chair) and Alex Blazer (Secretary).
	3. Meeting The Faculty Affairs Policy
	Committee of the University Senate met
	on 4 Sep 2015 from 2:00pm to 3:15pm.
	FAPC approved two motions pertaining to
	the Tenure and Promotion Task Force.
	a. FAPC Motion 1: Two FAPC members
	to serve on Task Force;
	i. This motion passed with one nay
	vote
	ii. The FAPC members nominated to
	serve on this task force were Karen
	Berman and Ryan Brown.
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	b. <u>FAPC Motion 2</u> It has been
	recommended from faculty member
	constituents of FAPC that colleges
	elect representatives to serve on the
	Task Force rather than be appointed or
	volunteer. This might be a good step
	toward faculty buy in of the process.
	i. This motion passed with
	unanimous approval.
Resources, Planning and	1. Motions RPIPC has no motions to submit
Institutional Policy	for University Senate consideration at its
Committee (RPIPC)	18 Sep 2015 meeting.
	2. Officers The 2015-16 RPIPC officers are
Jan Clark	Jan Clark (Chair), Ben McMillan (Vice-
	Chair) and Brittiny Johnson (Secretary).
	3. Meetings The Resources, Planning and
	Institutional Policy Committee of the
	University Senate met on 11 Aug 2015
	(Governance Retreat Session) as well as 4
	Sep 2015 from 2:00pm to 3:15pm. The
	following topics were discussed
	a. On August 11, 2015-2016 RPIPC met
	for its first regular meeting at the
	governance retreat at Rock Eagle.
	i. The group approved operating
	procedures for the committee. A
	set of tentative issue items for the
	year were generated. The decision
	was made to wait to finalize an
	initial list of potential issue items
	until the 2014-2015 RPIPC annual
	report was disseminated at the Sep.
	4 meeting.
	b. On Sep 4 RPIPC met in Atkinson 202
	from 2:00 pm to 3:15 pm
	i. The RPIPC 2014-2015 annual
	report was disseminated. Items not

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	completed during the 2014-2015
	academic year include:
	1) Establish a faculty club
	campus space for current and
	Emeritus faculty members,
	2) To provide the option of a
	printed campus directory at
	least every five years,
	3) A Request from SGA to
	RPIPC to review the common
	meeting time,
	4) A revision in the schedule of
	classes to make visible to
	students at the time of
	registration which classes do
	not require a prerequisite,
	5) Investigate the creation of an
	up-to-date campus space
	utilization policy, and
	6) Await the anticipated
	implementation of the 12
	month pay option for academic
	year faculty in 2017 when the
	current shared services vendor
	is replaced.
	ii. New items for consideration on
	agenda include
	1) Recommendations to close the
	loop on previous revisions to
	Policy, Procedures, and
	Practices Manual,
	2) Pursue campus-wide
	sustainability/recycling best
	practices,
	3) Perceived loss of employee
	parking spaces over the
	summer, and questions

	1. 6.11
	regarding process of allocating
	parking to employees, staff,
	students, and commuters,
	4) Need for Utility Cart Policy,
	and
	5) Align GC policies on
	Employee drug testing and
	Education Support Leave with
	USG policies.
	4. Actions
	a. Inform ECUS that common meeting
	time issue brought up by SGA was not
	resolved by RPIPC.
	b. Consult ECUS about existence of
	current space utilization policy in
	senate data base archives.
	c. Invite Ryan Greene to 2 Oct 2015
	RPIPC meeting to discuss parking and
	utility cart policies and procedures.
Student Affairs Policy	1. Motions SAPC has no motions to submit
<b>Committee (SAPC)</b>	for University Senate consideration at its
	18 Sep 2015 meeting.
Committee Chair	2. Officers The 2015-16 SAPC officers are
Not Yet Elected	Not Yet Elected (Chair), Not Yet Elected
	(Vice-Chair) and Not Yet Elected
	(Secretary).
	3. <b>Meeting</b> As no representative of the
	SAPC was present at the meeting, there
	was no formal SAPC Report.
<b>Subcommittee on</b>	1. Motions SCoN has one motion to submit
Nominations (SCoN)	for University Senate consideration at its
, ,	18 Sep 2015 meeting. The motion details
and	modifications to the slate of nominees for
	the officers and committee members of the
<b>Governance Retreat</b>	2015-2016 University Senate.
<b>Planning Committee</b>	
(GRPC)	
- /	

Charles I. Malla	2. Officers The 2015-16 SCoN officers are	
Chavonda Mills	Chavonda Mills (Chair), (No Vice-Chair	
	position) and Craig Turner (Secretary).	
	3. Supporting Documentation Chavonda	
	Mills submitted three reports to ECUS and	
	Standing Committee Chairs for review	
	(welcoming editorial suggestions).	
	1) Report Demonstrating Bylaws	
	Compliance of the Slate of Nominees	
	for the 2015-2016 University Senate	
	Committees;	
	2) Summary of Revisions to the	
	membership of the University Senate	
	and its committees; and	
	3) Revisions to the University Senate	
	Slate of Nominees 2015-16.	
V. Information Items		
Actions/Recommendations		
AAUP Redbooks	The American Association of University	John Swinton to ensure that
	Professors (AAUP) celebrates the 100 <sup>th</sup>	university senate leaders
John R. Swinton	anniversary of its 1915 founding during 2015.	receive a copy of the
	As part of this celebration, a new (eleventh)	eleventh edition of the
	edition of the Redbook (so called due to its red	AAUP Redbook (or access
	cover and more formally titled Policy	to the pdf format version)
	Documents and Reports) was published in	and to check with President
	December 2014 and is now available for	Dorman on (partially)
	purchase. The Redbook is a compendium of	funding this purchase.
	statements of best practice for all things	
	academic. Are there committee chairs who do	
	not have a copy of the most recent (eleventh)	
	edition? There were at least two (Jan Clark,	
	Barbara Roquemore) chairs who did not have	
	a copy of this resource. There was agreement	
	by those present to explore ways to obtain	
	copies of the AAUP Redbook for leaders of	
	the 2015-2016 University Senate. The	
	feasibility of hard copies and/or access to the	

pdf version will be explored. Also before	
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allocating university senate dollars to this,	
John R. Swinton will see if President Dorman	
is willing to provide funding (partial or full)	
to purchase these books.	
Committee Annual Reports   At present, the 2014-2015 committee annual   John R. Swinton to follow	)W
reports for ECUS, RPIPC, and SAPC have not up with Susan Steele, E	en
been received electronically for archiving.  McMillan, and A	ny
John R. Swinton is following up with Susan Pinney, respectively,	to
Steele, Ben McMillan, and Amy Pinney, secure electronic copies	of
respectively, to secure electronic copies of these reports	
these reports.	
University Senate Budget The university senate has an operating budget	
of \$5000 per annum. The expenses of the	
2015 governance retreat (bus transit, retreat	
print materials, facilities use of Rock Eagle,	
etc.) have been paid. The current balance is	
\$2667.30.	
A question about the existence of a	
foundations account in the amount of \$500	
per annum was posed and John R. Swinton	
was encouraged to clarify with Monica	
Starley as the previous two university senate	
presiding officers recalled that such an	
account existed under their terms.	
VI. Unfinished Business	
Review of Action &	
Recommendations, Provide	
apdates (if any) to Follow-up	
Electronic Presence of the 1. <u>Introductions</u> As Director of Enterprise	
University Senate Systems, James Carlisle introduced	
himself, introduced Chief Information	
James Carlisle Officer Bob Orr, and introduced the main	
Bob Orr developer Kelly Rickman who would be	
Kelly Rickman giving the overview and demonstration of	
the proposed electronic presence of the	
university senate.	

- 2. **Proposal Meeting** James Carlisle briefly mentioned that at the outset of the development of the new electronic presence, information about the proposal was shared at the 22 Aug 2014 meeting of the 2014-15 ECUS with Standing Committee Chairs. Some in the room were present at that meeting.
- 3. <u>Consultations</u> James Carlisle and Kelly Rickman had consulted with Craig Turner and John R. Swinton during the development and had found these consultations extremely beneficial to advance and inform the development.
- 4. <u>Summary</u> James Carlisle noted that the proposed finished product is being provided for review. Feedback is welcome to develop a punch list of final edits necessary to reach completion.
- 5. <u>Presentation</u> Kelly Rickman provided an overview and demonstration of the new environment.
- 6. <u>Overview</u> The items presented by Kelly Rickman were as follows.
  - a. The main goal of this initiative was to consolidate the existing components of the electronic presence (which are scattered among a variety of websites) into a seamless comprehensive one stop shop, making refinements and improvements as necessary.
  - b. The current proposed replacement electronic presence has five main components.
    - i. <u>Public Site</u> to replace the current senate.gcsu.edu site

- ii. Minutes to replace the university senate minutes archive presently found at the site minutes.gcsu.edu
- iii. <u>File Repository</u> to replace the existing file repository
- iv. <u>Senator Database</u> to replace the existing online senator database
- v. <u>Motions</u> to replace the existing online motion database
- c. The new electronic presence is role-based, in that users will receive (as appropriate) roles to empower them with certain authorities to interact with components of the environment. Roles include but are not limited to content manager (public site), historian (senator database), and moderator (overseer of motions).
- 7. <u>Demonstration</u> The items demonstrated by Kelly Rickman were as follows.
  - a. Meeting tab includes a searchable minutes database
  - b. Members tab provides a roster with pictures of the current university senators
  - c. Committees tab includes a page for each university senate committee
  - d. Resources tab includes the electronic archive (now called the green page)
  - e. File Repository tab includes the file repository
  - f. Motions tab contains a searchable motion tracking system
  - g. Senator Database tab include s a searchable database for university senators and committee members

- h. Authenticated access was highlighted to show the differences between what any user can see and what a user with a particular role can see when logging in using appropriate authentication.
- i. As is currently the case, authentication will be unify credentials. Demos of the people database (terms of service on university senate and committees) and motions (multistep process of actions on motions) were provided.
- 8. <u>Feedback</u> The items of feedback from those present included the following.
  - a. Craig Turner provided some written feedback yesterday which we will process and follow up on.
  - b. A suggestion of adding a search by committee to the minutes environment was offered from the floor. Kelly Rickman indicated this type of search could easily be added.
  - c. John Swinton indicated that he intended to try out the motions component by entering into the motions component the two motions that ECUS will sponsor at the 18 Sep 2015 university senate meeting.
  - d. The environment was likened to a new vehicle and all interested parties were invited to kick the tires and take it for a test drive.
    - i. Bob Orr indicated that the keys could be handed over for the test drive at any time.
    - ii. James Carlisle noted that after the test drive and fixes were made, the

	system could go live and replace the existing system.  iii. Bob Orr indicated that the existing data will be incorporated into the new environment prior to the environment going live.  iv. Kelly Rickman indicated that much of the senator database data had been entered already for testing purposes and that the remaining data (such as motions) will be incorporated soon.		
VII. New Business			
Actions/Recommendations			
University Senate Agenda and Minutes Review	<ol> <li>Tentative Agenda 18 Sep 2015: Based on the committee reports at this meeting,</li> <li>a. Motions There will be up to four motions on the agenda of the 18 Sep 2015 meeting of the University Senate, specifically         <ol> <li>CAPC (1)</li> <li>New BA program with a major in World Languages and Cultures.</li> <li>ECUS (2)</li> <li>Adoption of the Governance History document.</li> <li>Adoption of the University Senator Handbook.</li> <li>SCoN (1)</li> <li>Modifications to the slate of nominees for the officers and committee members of the 2015-2016 University Senate.</li> </ol> </li> <li>Reports Administrative reports and committee reports will also be agenda</li> </ol>	The motion (circulate minutes) was approved.	<ol> <li>John R. Swinton to draft the tentative agenda of the 18 Sep 2015 meeting of the University Senate.</li> <li>Motions to be entered into the online motion database by CAPC (1), ECUS (2), SCoN (1).</li> <li>Craig Turner to circulate the DRAFT minutes of the 24 Apr 2015 and 1 May 2015 meetings of the University Senate to university senators for review.</li> </ol>

	2. University Senate Minutes Review: A MOTION that the DRAFT minutes of the 24 Apr 2015 and 1 May 2015 University Senate meetings be circulated for university senator review was made and seconded.		
VIII. Next Meeting			
(Tentative Agenda, Calendar)			
1. Calendar	18 Sep 2015 @ 3:30pm Univ. Senate A&S 2-72		
	02 Oct 2015 @ 2:00pm ECUS Parks 301		
	02 Oct 2015 @ 3:30pm ECUS-SCC Parks 301		
2. Tentative Agenda	Some of the deliberation today may have		John R. Swinton to ensure
	generated tentative agenda items for future		that such items (if any) are
	ECUS and ECUS-SCC meetings.		added to agendas of an
			ECUS and/or ECUS-SCC
			meeting in the future.
IX. Adjournment	As there was no further business to consider,	The motion to adjourn was	
	a MOTION to adjourn the meeting was made	approved and the meeting	
	and seconded.	adjourned at 4:45 pm.	

**Distribution:** 

First; To Committee Membership for Review Second: Posted to the Minutes Website

Approved by:\_\_\_\_\_
Committee Chairperson (Including this Approval by chair at committee discretion)

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

COMMITTEE OFFICERS: JOHN R. SWINTON (CHAIR), CHAVONDA MILLS (VICE-CHAIR), CRAIG TURNER (SECRETARY)

**ACADEMIC YEAR: 2015-2016** 

AGGREGATE ATTENDANCE RECORD FOR MEETINGS OF THE EXECUTIVE COMMITTEE AND STANDING COMMITTEE CHAIRS "P" denotes Present, "A" denotes Absent, "R" denotes Regrets, "NYE" denotes not yet elected

Acronyms		cted Faculty Senator; ollege of Arts & Sciences, CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences									
Meeting Dates	COLID COLI	09-04-15	10-02-15	11-06-15	12-04-15	02-05-15	03-04-15		Present	Regrets	Absent
Kelli Brown		R							0	1	0
Provost		IX							U	1	U
Jolene Cole EFS; Library, ECUS Men	mber	R							0	1	0
Steve Dorman University President		R							0	1	0
Chavonda Mills EFS; CoE; ECUS Vice-C	Chair	P							1	0	0
Lyndall Muschell EFS; CoE; ECUS Member		P							1	0	0
Susan Steele EFS; CoHS; ECUS Chai		P							1	0	0
John R. Swinton EFS; CoB; ECUS Chair		P							1	0	0
Craig Turner EFS; CoAS; ECUS Secre	etary	P							1	0	0
Donovan Domingue EFS; CoAS APC Chair		NYE							0	0	0
Angel Abney EFS; CoE; CAPC Chair		P							1	0	0
Barbara Roquemore EFS; CoAS; FAPC Chair	r	P							1	0	0
Jan Clark EFS; CoB, RPIPC Chair		P							1	0	0
Not Yet Elected EFS; Co??, SAPC Chair		NYE							0	0	0

CHAIRPERSON SIGNATURE

DATE \_\_\_\_\_\_-(Including this Approval by chair at committee discretion

<sup>4</sup> September 2015 ECUS-SCC Meeting Minutes (DRAFT for ECUS-SCC Review)