Annual Report: Executive Committee of the University Senate (ECUS)

Committee Name: Executive Committee of the University Senate (ECUS)

Academic Year: 2015-2016

Committee Charge:

V.Section1.B. The Executive Committee shall meet as needed throughout the year to facilitate the functioning of the University Senate. Meetings of the Executive Committee may be called by the Chair, the University President, or by written request from a majority of the Executive Committee membership. A majority of the Executive Committee membership shall constitute a quorum.

V.Section1.C. The duties of the Executive Committee shall include the following:

V.Section1.C.1. The elected members of the Executive Committee shall constitute an advisory committee of the faculty to the University President.

V.Section1.C.2. The Executive Committee shall set the agenda for regular meetings of the University Senate in compliance with II.Section3.A.4.

V.Section1.C.3. The Executive Committee shall, as the need arises, appoint not less than three nor more than five impartial faculty members to serve as the informal body of inquiry (the "body of inquiry"), as described in the Policy Manual of the Board of Regents (803.1102), to mitigate the removal of any tenured or non-tenured faculty member. This body of inquiry shall be responsible for the determination of confidentiality relating to such informal inquiries, especially when sensitive information about particular individuals would be otherwise revealed. Should this body of inquiry fail to effect an adjustment (e.g. be unable to negotiate a resolution), they shall advise the University President whether dismissal proceedings should be undertaken. The body of inquiry's recommendation shall not be binding on the University President.

V.Section1.C.4. Except when the University Senate gives specific directions, the Executive Committee shall, when consideration is being given to referring any matter to a standing committee, determine the standing committee that shall have jurisdiction; provided, however, that nothing in this responsibility shall challenge the University President's authority and responsibility for interpretation of the Statutes and bylaws or for determining ultimate jurisdiction when conflicts arise.

V.Section1.C.5. The Executive Committee may make editorial suggestions to the language of any motion, including a resolution, that is submitted for Senate consideration. The Executive Committee should apply this responsibility judiciously, noting that the purpose of this review is to improve clarity, remove ambiguity, and identify inconsistencies with superseding policy. Any such editorial suggestions are incorporated only after review and approval by the body submitting the motion.

V.Section1.C.6. The Executive Committee shall appoint a Committee on Nominations as specified in V.Section1.D.1.

V.Section1.C.7. The Executive Committee may recommend to the University Senate for their consideration and approval such standing and/or special committees as it deems necessary.

V.Section1.C.8. The Executive Committee may consider and recommend to the University Senate any matters that are within the powers of the University Senate.

V.Section1.C.9. The Executive Committee shall have the responsibility for initiating and maintaining a system of overlapping terms for elected University Senators.

V.Section1.C.10. The Executive Committee shall ensure that up-to-date versions of any documents (e.g. statutes, bylaws, policy manuals, handbooks) that define or reference the governance structure in any unit of the University are archived in both "hard" and "electronic" format to facilitate access.

V.Section1.C.11. The Executive Committee shall be responsible for maintaining a calendar of governance meetings.

V.Section1.C.12. The Executive Committee shall ensure that its own minutes as well as those of the University Senate including all standing committees, sub-committees, and ad hoc committees of the University Senate are accessible to all members of the University Community

V.Section1.C.13. The Archivist of the University Senate shall be the University Archivist. In the absence of a University Archivist, the Executive Committee shall appoint an Archivist of the University Senate. The Archivist shall maintain a historical record of University Senate activity both on paper and electronically and make the electronic version of this archive available to the University Community.

V.Section1.C.14. The Executive Committee shall meet regularly with the Standing Committee Chairs to facilitate communication among the committees of the University Senate.

V.Section1.C.15. The Executive Committee shall ensure that these bylaws are followed.

V.Section1.C.16. The Executive Committee shall be responsible for operational matters of the University Senate including, but not limited to, consulted for Presidential Appointees (II.Section1.A.1), receive Corps of Instruction List (II.Section2.A.1), apportion elected faculty senator positions (II.Section2.A.2), receive election/selection procedures and results and announce results for academic units (II.Section2.A.3), Staff Council (II.Section1.A.3), students (II.Section1.A.4), conduct at-large elections (II.Section2.A.4), name a parliamentarian (II.Section3.B.3), receive operating procedures of committees (III.Section1), is one source that can initiate standing committee business (IV.Section1), receive motion text and disseminate agenda for Senate meetings (IV.Section2), receive and archive committee annual reports (IV.Section2), name facilitator and necessary voting proxies for standing committee chair elections (IV.Section3.A), receive committee composition report from Subcommittee on Nominations (V.Section1.D.2.d), receive or make motions for the addition of permanent subcommittees (V.Section2.A.3.a), and receive ad hoc committee charters (V.Section2.A.3.b).

Committee Calendar:

Regularly scheduled meetings of ECUS

Date	Location	Time	Minutes Link*
9/04/15	Parks Hall, Room 301	2:00 pm	Sept. 4 Minutes
10/2/15	Parks Hall, Room 301	2:00 pm	Oct. 2 Minutes
11/06/15	Parks Hall, Room 301	2:00 pm	Nov. 6 minutes
12/04/15	Parks Hall, Room 301	2:00 pm	Dec. 4 Minutes
2/05/16	Parks Hall, Room 301	2:00 pm	Feb. 2 Minutes
3/04/16	Parks Hall, Room 301	2:00 pm	March 4 Minutes
4/1/16	Parks Hall, Room 301	2:00 pm	April 1 Minutes

Regularly scheduled meetings of ECUS with Standing Committee Chairs

Date	Location	Time	Minutes Link
9/04/15	Parks Hall, Room 301	3:30 pm	Sept. 4 Minutes
10/2/15	Parks Hall, Room 301	3:30 pm	Oct. 2 Minutes
11/06/15	Parks Hall, Room 301	3:30 pm	Nov. 6 minutes
12/04/15	Parks Hall, Room 301	3:30 pm	Dec. 4 Minutes
2/05/16	Parks Hall, Room 301	3:30 pm	Feb. 2 Minutes
3/04/16	Parks Hall, Room 301	3:30 pm	March 4 Minutes
4/1/16	Parks Hall, Room 301	3:30 pm	April 1 Minutes

- See University Senate Web Portal Launch page in in the event links become broken.

Executive Summary:

Recurring Activities of ECUS	ECUS Accomplishments	Tasks Requiring Follow-up

• Held organizational meetings to elect committee officers in Spring 2015
 	
• Named John Sirmans as Parliamentarian for the 2015-16 university senate.
 	
• Assistance provided by Academic Affairs: Colandra Boyer and Shea Council assisted sequentially the 2015-16 University Senate.
 	
• Offered an officer orientation to the standing committee officers.
 	
• Provided a one-day retreat at Rock Eagle 4-H center for all senators and senate volunteers.
 	
• Named Chavonda Mills chair of Sub-committee on Nominations (SCoN) and designated entire ECUS membership, standing committee chairs, SGA President, Staff Council Chair, and SoCC Chair as the membership of the SCoN.
 	
• Received and posted operating procedures for standing committees of the University Senate.
 	
• Prepared and disseminated agendas for ECUS, ECUS with SCC and University Senate meetings.
 	
• Prepared and disseminated minutes of ECUS, ECUS with SCC and university senate meetings prior to meeting in which approval was on the agenda, and archived final approved minutes in University Senate database.
 	
• Met as scheduled with standing committee chairs
	• Oversaw revisions of the University Senate electronic tools prepared by Enterprise Applications.
	
	• Provided for university participation in the University System of Georgia Faculty Council (USGFC) fall and spring meetings.
	
	• Continued participation in an audit process of the University Senate archives and procedures with Julia Hann.
	
	• Continued the practice to recommend an implementer when forwarding an approved motion to the President for approval.
	
	• Obtained permission from both Provost and President to release their university senate reports by email to the university community prior to the distribution of minutes.
	
	• Arranged University Senate representation on task forces and campus wide committees including the Strategic Plan Task Force, Parking and Transportation Advisory Committee, Administrative Systems and Banner Advisory Committee, Mandatory Fee Committee, Liberal Arts Renewal Project, The Bookstore Innovation Group, and Associate Provost Search Committee.
	
	• At urging of ECUS Associate Provost developed in consultation with ECUS, academic Deans and Chairs a procedures document for establishing, renaming, or restructuring an academic unit.
		• Continue to review effectiveness of the electronic tools developed by Enterprise Applications personnel.
		
		• Continue advocating for University Senate representation on search committees, task forces, and other advisory groups.
		
		• Collect and analyze data regarding meeting "regrets" due to schedule conflicts with departmental, college, or other campus events for both university senate and standing committee meetings.
		
		• Continue to work with Senior Associate Provost for Academic Affairs and Director of Graduate Studies to integrate activities of the university senate, CAPC, and newly formed Graduate Council.
		
		• Consider acting (perhaps with a task force) on any recommendations obtained from the internal audit (by Julia Hann) of university senate procedures and electronic presence
		
		• Be ready to provide feedback if Risk Advisory Task Force in an ongoing endeavor.
		
		• Continue to advocate for a faculty listserve to include:
		    o Rules of netiquette
		    o Defined purposes
		    o Volunteer moderator
		
		• Develop plan for regular review and revision of the PPPM by university senate committees.

Recurring Activities of ECUS	ECUS Accomplishments	Tasks Requiring Follow-up

and steered issues to the appropriate standing committee when presented to ECUS.
 	
• Prepared apportionment of elected faculty senators based on the corps of instruction list from the Provost's office and communicated to Deans of each college.
 	
• Provided oversight to elected faculty senator elections of all academic units (colleges, library) as well as at-large.
 	
• Prepared the 2016-2017 Governance calendar with input from the Academic Leadership Team.
 	
• Prepared and disseminated recognition certificates for outgoing senators and volunteers.
 	
• Purchased and disseminated Redbooks to university senate leaders (committee chairs and ECUS members)
 	
• In consultation with the Standing Committee Chairs, identified April 27th as the preferred due date for committee annual reports (with April 29th as absolute due date) and approved continued use of the annual report template used in previous academic years.
 	
• Received and archived annual reports.
 	
• Chavonda Mills facilitated the organizational meeting for the incoming university senate.
 	
• Appointed Chavonda Mills as Chair of the retreat planning committee with Jolene Cole, Nicole DeClouette, Lyndall Muschell, Susan Steele, John
	• ECUS proposed amendments to the Bylaws (both passed):
	
	  • Clarify Elected Faculty Senator eligibility to be two years of service as of the start of the fall semester of the beginning of the Senator's term.
	
	  • Define the minimal composition of SCoN to include the Chair of SoCC.
	
	• ECUS proposed (and was brought to US by FAPC and passed) that the AAUP Policy Documents and Reports (aka Redbook) be the official source of university guiding principles for developing and modifying policies and procedures
	
	• Proposed (and was passed) that the US adopt as an official University Senate document (and periodically review) the document titled Governance History.
	
	• Proposed (and was passed) that the US adopt as an official University Senate document (and periodically review) the document titled University Senator Handbook.
	
	• ECUS asked the Library representative to ECUS to investigate the feasibility of establishing an official GC Story Archivist.
	
	• Facilitated university senate response to President Dorman's clarification on the Student Opinion Survey Policy.
	
	• Established a collection of AAUP Redbooks (11th Edition) for availability within the library to inform faculty work
		• Advocate for a continued presence in strategic planning initiatives for the University.
		
		• Continue investigation of possibility of an official GC Story Archivist.
		
		• Make sure information items from committees are reflected in electronic minutes filed after US meetings.
		
		• Investigate logistics of establishing a US Foundation account.
		
		• Monitor annual budget situation and purchase supplies at end of spring semester in an attempt to zero out the account.
		
		• Recommendation of steering the latest draft of the procedures of the Distance Education Policy to the appropriate committee(s) of the 2016-2017 university senate. These procedures are attached to the 1 Apr 2016 ECUS minutes as a supporting document.
		
		• Recommendation of steering the review of the termination of the institutional overlays as a graduation requirement to the appropriate committee(s) of the 2016-2017 university senate
		
		• *Also see the list of continuing consideration topics under committee recommendations later in this report.*

Recurring Activities of ECUS	ECUS Accomplishments	Tasks Requiring Follow-up
Swinton, and Craig Turner as committee members. • Presiding Officer represented university senate at the Academic Leadership Team meetings held by the Provost.	(such as FAPC deliberation on the adopting the Redbook statements as guiding principles resolution).	

Committee Membership and Record of Attendance:

1. Aggregate Attendance at ECUS Meetings

"P" denotes Present, "A" denotes Absent, "R" denotes Regrets

Meeting Dates	9-04-15	10-02-15	11-06-15	12-04-15	2-05-16	3-04-16	4-01-16	Present	Regrets	Absent
Kelli Brown *Provost*	R	P	P	R	R	P	R	3	4	0
Jolene Cole *EFS; Library*	R	P	P	P	R	P	P	5	2	0
Steve Dorman *University President*	P	R	R	R	R	R	R	2	5	0
Chavonda Mills EFS; CoAS; ECUS Vice Chair	P	P	P	P	P	P	P	7	0	0
Lyndall Muschell *EFS; CoE; ECUS Chair Emeritus*	P	P	P	P	P	P	R	6	1	0
Susan Steele *EFS; CoHS; ECUS Chair Emeritus*	P	P	P	P	P	P	P	7	0	0
John Swinton *EFS; CoB; ECUS Chair*	P	P	P	P	P	R	P	6	1	0
Craig Turner *EFS; CoAS; ECUS Secretary*	P	P	P	P	P	P	P	7	0	0
Acronyms	EFS = Elected Faculty Senator; CoAS = College of Arts & Sciences; CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences									

2. Aggregate Attendance at ECUS Meetings with Standing Committee Chairs

"P" denotes Present, "A" denotes Absent, "R" denotes Regrets

Meeting Dates	9-04-15	10-02-15	11-06-15	12-04-15	2-05-16	3-04-16	4-01-16	Present	Regrets	Absent
Angel Abney *EFS; CoAS; CAPC Chair*	P	P	R	P	P	P	P	6	1	0
Kelli Brown *Provost*	R	P	P	R	R	P	R	3	4	0
Jan Clark *EFS; CoAS, RPIPC Chair*	P	P	P	P	P	P	P	7	0	0
Jolene Cole *EFS; Library ECUS member*	R	P	P	P	R	P	P	5	2	0
Donovan Dominque *EFS; CoAS; APC Chair*	NE	P	P	P	P	R	P	5	1	0
Steve Dorman *University President*	R	P	R	R	R	R	P	2	5	0
David Johnson *EFS; CoAS, SAPC Chair*	NE	P	P	P	P	P	P	6	0	0
Chavonda Mills CoAS, ECUS Vice-Chair	P	P	P	P	P	P	P	7	0	0
Lyndall Muschell *EFS; CoE; ECUS Chair Emeritus*	P	P	P	P	P	P	R	6	1	0
Barbara Roquemore *EFS; CoE; FAPC Chair*	P	P	P	P	P	P	R	6	1	0
Susan Steele *EFS; CoHS; ECUS Chair Emeritus*	P	P	P	P	P	P	P	7	0	0
John Swinton *EFS; CoB; ECUS Chair*	P	P	P	P	P	R	P	6	1	0
Craig Turner *EFS; CoAS; ECUS Secretary*	P	P	P	P	P	P	P	7	0	0
Acronyms	EFS = Elected Faculty Senator; CoAS = College of Arts & Sciences; CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences; NE = Not Elected as of time of meeting									

Motions brought to the Senate floor from the Executive Committee:

Motion Number: 1516.EC.001.P	**Motion Statement:** To adopt as an official University Senate document (and periodically review) the document titled Governance History
ECUS Deliberation: 9/04/2015	**ECUS Vote Outcome:** Unanimous vote to approve placement on the agenda for 9/21/2015 University Senate meeting and for University Senate to deliberate as *a committee of the whole*.
Senate Deliberation: 9/21/2015	**Senate Action:** Ratified by university senate with simple majority (9/21/2015). Signed by presiding officer (9/21/2015) and sent to University President for approval.
Action:	**Action taken:** Signed by President Dorman (10/13/2015). Implementation complete (3/29/2016).
Link to motion: https://senate.gcsu.edu/motions/adopt-governance-history-official-us-document-09112015	

Motion Number: 1515.EC.002.P	**Motion Statement:** To adopt as an official University Senate document (and periodically review) the document titled University Senator Handbook.
ECUS Deliberation: 9/04/2015	**ECUS Vote Outcome:** Unanimous vote to approve placement on the agenda for 9/21/2015 University Senate meeting and for University Senate to deliberate as *a committee of the whole*.
Senate Deliberation: 9/21/2015	**Senate Action:** Ratified by university senate with simple majority (9/21/2015). Signed by presiding officer (9/21/2015) and sent to University President for approval.
Action:	**Action taken:** Signed by President Dorman (10/13/2015). Implementation complete (3/29/2016).
Link to motion: https://senate.gcsu.edu/motions/adopt-university-senator-handbook-official-us-document-09112015	

Motion Number: 1516EC.003.P	**Motion Statement:** To amend the University Senate Bylaws from: V.Section1.D.1.a. Minimal. The membership of the Subcommittee on Nominations shall include, but not be limited to the Executive Committee, the Standing Committee Chairs, the Student Government Association President and the Staff Council Chair. to: V.Section1.D.1.a. Minimal. The membership of the Subcommittee on Nominations shall include, but not be limited to the Executive Committee, the Standing Committee Chairs, the Subcommittee on the Core Curriculum Chair, the Student Government Association President and the Staff Council Chair.
ECUS Deliberation: 10/06/2016	**ECUS Vote Outcome:** Unanimous vote to approve placement on the agenda for 10/20/2015 University Senate meeting for a first reading and 2/19/2016 University Senate meeting for a second reading and for University Senate to deliberate as *a committee of the whole*.
Senate Deliberation: 10/20/2015 and 2/19/2016	**Senate Action:** Ratified by university senate with 2/3 majority (2/19/2016). Signed by presiding officer (2/19/2016) and sent to University President for approval
Action:	**Action taken:** Signed by President Dorman (2/23/2016). Implementation complete (3/29/2016).
Link to motion: https://senate.gcsu.edu/motions/bylaws-amendment-scon-composition-10062015	

Motion Number: 1516.EC.004.P	**Motion Statement:** To modify the University Senate bylaws from: II.Section1.A.2. Elected Faculty Senators. The eligibility requirements for an elected faculty senator are membership in the Corps of Instruction as detailed in II.Section2.A.1 and the completion of at least two (2) years of service at the university at the time her/his term of service begins. to: II.Section1.A.2. Elected Faculty Senators. The eligibility requirements for an elected faculty senator are membership in the Corps of Instruction as detailed in II.Section2.A.1 and the completion of at least two (2) years of service at the university at the beginning of the fall semester following her/his election as a Senator.
ECUS Deliberation: 10/06/2016	**ECUS Vote Outcome:** Unanimous vote to approve placement on the agenda for 10/20/2015 University Senate meeting for a first reading and 2/19/2016 University Senate meeting for a second reading and for University Senate to deliberate as *a committee of the whole*.
Senate Deliberation: 10/20/2015 and 2/19/2016	**Senate Action:** Ratified by university senate with 2/3 majority (2/19/2016). Signed by presiding officer (2/19/2016) and sent to University President for approval
Action: 2/23/2016 and 3/29/2016	**Action taken:** Signed by President Dorman (2/23/2016). Implementation complete (3/29/2016).
Link to motion: https://senate.gcsu.edu/motions/bylaws-amendment-eligibility-elected-faculty-senators-10062015	

Other Significant Deliberation (Non-Motions):
Short summary of each issue that consumed a significant amount of committee time.
- Investigation of past US Foundation Account (trail is cold and was probably an extension of President's account) and proposal to explore viability of establishing a foundation account.
- Considered and made a recommendation on a response to GA legislature proposal to allow concealed weapons on state college campuses of encouraging employees to consider participating as citizens in the deliberation.
- Reviewed, test-drove and launched the new US electronic tools developed by Enterprise Applications with ongoing calibration and testing of functionality.
- Collaborated on multiple occasions with Interim Provost Costas Spirou on the development of procedures for establishing, renaming, and restructuring an academic unit (program, department, school, college, etc.)

Ad hoc committees and other groups:
An ad-hoc committee was appointed during the 2014-15 academic year to plan a 2015 retreat. Work of this committee was completed during the Fall semester 2015.

Ad hoc committee title	Retreat Planning Committee 2015
Chair	John R. Swinton
Members	Renee Fontenot Chavonda Mills Lyndall Muschell Barbara Roquemore Susan Steele Craig Turner
Summary	Work was completed via email and telephone communication. Retreat attendance was pretty good. Bus transportation was arranged at request of RSVPs, but not fully utilized.
Recommendations	1. Continue providing an off campus retreat site

	2. Select a conflict-free date in collaboration with office of Academic Affairs
	3. Purchase 3 ring binders for documents that can be passed along, such as bylaws and guidelines rather than creating packets for each retreat.
	4. Designate committee members to be primarily responsible for key activities
	a. Planning food service (surveying attendees regarding dietary limitations and working with Rock Eagle staff to plan for meal(s) and snacks)
	b. Agenda – development of the schedule for the day and coordination of presenters for each activity
	c. Handouts – compile necessary documents and handouts for distribution at registration
	d. Registration –arrive early to greet attendees, ensure proper room set-up and provide handout materials
	e. Transportation – investigate transportation needs (can go on the dietary survey) and plan for needs.

Committee Reflections:
What worked well, what did not work so well. Given your charge, how did you spend your time?
Worked Well
- Having ECUS and ECUS-SCC meeting consecutively at 2:00 and 3:30 respectively
- Steering items by email between ECUS meetings when there is consensus
- Collaborate and Consult with Standing Committee Chairs for key decisions
- Need to do a better job making sure that committees considering time-sensitive matters (new programs for example) keep departments and colleges informed of progress.
- Continue to assign point persons to recurring tasks to draft proposals for committee review and action

Committee Recommendations:
Advice to the membership of the committee for the next academic year such as:
Are there any issues that should be considered by this committee the following year?
Are there any issues that this year's committee was unable to complete its work on?
Do any of this year's committee actions require follow-up? (i.e. a policy was drafted, but there was a recommendation for a review of the policy during the following year.)
Recommendations on calendar (meeting times, outline items that you expect would be considered annually)
Recurring Items: These are pretty well established for ECUS and include but are not necessarily limited to
- Name University Senate Parliamentarian
- Standing Committee Officer Orientation (offer and implement at request of committee officers)
- Sub-Committee on Nominations: Appoint Chair (typically Presiding Officer Elect) and Appoint Committee Membership (typically minimal membership articulated in university senate bylaws)
- Elections Oversight of Elected Faculty Senators: Deans Letters, Election Procedures, Results
- At-Large Election: Procedure, Ballot, Results
- Selections Oversight with Staff Council, Student Government Association, Presidential Appointees
- Governance Calendar: draft, circulate for review and feedback, finalize, endorse, disseminate
- Governance Retreat Planning
- Oversight of Committee Organizational Meetings: Name Facilitators, Voting Proxies (if necessary)
- Set agenda of university senate meetings including motions from standing committees
- Review university senate minutes prior to dissemination for review by university senators
- Set Committee Annual Report Due Date and Template in consultation with standing committee chairs
- Recognitions (certificates) of outgoing university senators, volunteers, officers, ECUS members
- Recognitions (pins) and welcome first-time university senators

Continuing Consideration Topics
- USGFC Voting Member (lengthen the term of service? elect representative by university senate?)
- Electronic Presence of the University Senate – continue test-driving

- Inventory University Senate representatives to campus committees and task forces
- University Senate Budget (how it is used) – can a Foundation Account be established?
- Continue to Monitor Transition of Graduate Council and Its Relationship to University Senate
- How best to receive updates from University Senate representatives on task forces and committees?
- Establish GC Story Archivist.
- Consider how much detail is necessary in standing committee chair reports to ECUS-SCC, highlights or details? What is the purpose of ECUS-SCC meetings? Important that these reports are archived in electronic minutes including information items.
- Can the university senate improve communication with the university community? President's and Provost's reports on Front Page following US meetings seems popular.

Recommend items for consideration at the governance retreat:
What type of activities and events might attract the most attendance? How can we ensure that volunteers as well as Senators know that they are invited?

Logistics
- Continue to provide the university senate handbook.
- Breakout session by committee for committee time to set tentative agenda, operating procedures
- Breakout group consideration whenever possible, participants active rather than passive
- Mock university senate meeting session is good orientation to how a university senate meeting goes
- Continue to invite all members of the university senate committees, not exclusively university senators
- Continue online registration
- Reconsider transportation: is a bus really necessary – make people aware that it is a resource commitment.
- Venue: Rock Eagle ok—seems to be the best compromise given various constraints. Overnight is out of the budget. On-campus venue is too distracting.
- Try to minimize or eliminate possible conflicts with university senate (schedule around assessment, common book meetings, department and college meetings, etc.)

Topics
- Selection Process for University Senate Officers: When done in conjunction with committee assignment, not as easy to consider multiple qualified candidates for Presiding Officer Elect and/or Secretary
- Selection of University System of Georgia Faculty Council (USGFC) Voting Representative: USGFC requested consideration of terms longer than one year to promote institutional memory and continuity on the USGFC but using Presiding Officer Elect as representative brings Presiding Officer Elect into governance in a real way.
- Suggested Uses of University Senate Budget, Breakout Session
- Have the governance retreat participants prioritize the tentative agenda items for the retreat [perhaps implementing an electronic survey prior to the retreat]
- How best can the university senate communicate with the university community? (circulate university senate meeting agendas, circulate motion summaries? circulate tentative agenda items of committees prior to standing committee meetings?, what information is essential to disseminate?)

Appendix: Committee Operating Procedures
The operating procedures for ECUS are archived at
http://us.gcsu.edu/ECUS_2015-2016/Op_Procs_ECUS_2015-16.pdf
and provided in full on the next two pages of this report.

2015-2016 ECUS OPERATING PROCEDURES
Endorsed by 2015-16 ECUS at its 09/04/2015 meeting

1. The Executive Committee of the University Senate
   - is a faculty advisory body to the University President,
   - sets the agenda for regular meetings of the University Senate,
   - is the steering committee of the University Senate,
   - reviews motions and resolutions submitted for University Senate consideration,
   - is responsible for ensuring the implementation of the nomination and (s)election processes for senators, appointees, volunteers, and standing committee officers,
   - is responsible for the maintenance and dissemination of meeting minutes,
   - ensures that governance documents are up-to-date and accessible (including statutes, bylaws, handbooks, and calendars), and
   - archives records of University Senate activities in coordination with the University Archivist.

2. The Executive Committee members will work cooperatively as a team for the good of the University, the University Senate and the Committee. To realize this objective, members should
   - attend and participate in all scheduled meetings,
   - communicate respectfully, openly, and candidly with each other,
   - seek out and identify agenda items for discussion,
   - resist communicating on behalf of the committee without consultation with the ECUS officers, and
   - copy the committee when communicating on its behalf

3. Committee Officer Responsibilities

Chair (Presiding Officer)
   - Drafts, in consultation with the committee, the tentative agenda for committee meetings
   - Distributes each tentative agenda to the committee via email prior to the committee meeting
   - Be contacted by committee members extending regrets prior to a scheduled committee meeting
   - Presides at committee meetings
   - Ensuring committee motions proposed for University Senate consideration are entered into the online motion database
   - Advertising committee meeting times and meeting agenda to the university community
   - Presents the ECUS report to University Senate at scheduled University Senate meetings
   - Others as defined/assigned by the committee

Vice-Chair (Presiding Officer Elect)
   - Assumes all duties and responsibilities of the chair in the absence of the chair
   - Others as defined/assigned by the committee

Secretary
   - Be contacted by committee members extending regrets prior to a scheduled committee meeting
   - Drafts, in consultation with the committee, the minutes for committee meetings
   - Posts committee minutes in a manner consistent with University Senate protocol after the minutes have been reviewed by the committee – including any amendments made as a result of the review
   - Others as defined/assigned by the committee

4. Communication
   - Communicate via the ecus@list.gcsu.edu email list with the 72-hour rule – a member of the Executive Committee has 72 hours to respond to an issue/proposal to confirm receipt and communicate approval or share constructive suggestions

- Notify the committee chair (john.swinton@gcsu.edu) and secretary (craig.turner@gcsu.edu) to extend regrets prior to scheduled committee meetings.

5. Duration of Meetings
   - Committee meetings shall be no more than seventy-five (75) minutes in duration unless otherwise agreed to by a motion to extend the meeting duration

6. Agenda
   - A tentative agenda for the next meeting of ECUS is drafted by the ECUS Chair and is informed by consultation with the entire committee just before adjournment of the previous meeting whenever possible.
   - Agenda items will be prioritized by time-sensitivity and not necessarily reflect their relative importance.
   - The tentative agenda is distributed to the committee members, and standing committee chairs when appropriate, by the ECUS Chair as early in the week of a meeting as possible and is finalized in consultation with the other members of ECUS.
   - Drafts of supporting documentation for agenda items are provided to the committee members, and standing committee chairs when appropriate, prior to the meeting whenever possible to encourage and facilitate review prior to the meeting. Unless requested of the ECUS Chair or in the case where the document has not been previously distributed, members will bring their own copies of materials (agenda and supporting docs) to the meeting.

7. Deliberation and Parliamentary Authority
   - Deliberation is informal until there is a motion for committee consideration in which case Robert's Rules apply.
   - The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Executive Committee in all cases to which they are applicable and in which they are not inconsistent with the University Senate Bylaws, these operating procedures and any special rules of order the University Senate or Executive Committee may adopt.

8. Quorum & Voting
   - A majority of the Executive Committee membership shall constitute a quorum. (Article V, Section 1.B)
   - Each of the ECUS members listed in the University Senate bylaws is a voting member of the committee.
   - Unless otherwise determined by the committee in advance of the vote, a majority vote is necessary for committee approval.
   - In all committee votes, the voting threshold is applied to the number of voting members present at the time of the vote assuming the presence of quorum

9. Minutes
   - ECUS members review the initial draft of the minutes of the University Senate meetings prior to distribution to the University Senate.
   - The ECUS secretary shall prepare a draft of the minutes of each committee meeting and may request guidance from the committee during a meeting to inform the preparation of this draft. This draft of the minutes is circulated to the committee for review prior to posting.
   - If suggested revisions are offered, the revised minutes are again distributed to the committee for review.
   - The minutes are posted as soon as possible after the review process concludes.
   - Except for the minutes of the final meeting of the academic year, the approval of the previous meeting minutes is an item on the agenda of each ECUS meeting.

10. Amendment of these operating procedures
These committee operating procedures may be amended by a majority vote at any scheduled committee meeting provided that committee members receive written notification in advance of the meeting at which the proposed revision(s) is/are considered. Any such revision(s) that are approved are effective immediately following the committee vote.