

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

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

Academic Year: 2017-2018

Committee Charge:

V.Section1.B. Meetings. 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 its Chair, the University President, the Chief Academic Officer, 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. Duties. The duties of the Executive Committee shall include the following:

V.Section1.C.1. Advisory to Administration.

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

V.Section1.C.1.b. Advisory to Chief Academic Officer. The elected members of the Executive Committee shall constitute an advisory committee of the faculty to the Chief Academic Officer.

V.Section1.C.2. Set Agenda. The Executive Committee shall set the agenda for all meetings of the University Senate in compliance with II.Section3.A.4 and II.Section3.B.3.

V.Section1.C.3. Body of Inquiry. The Executive Committee shall, as the need arises, appoint not fewer 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 (8.3.9.2), 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. This body of inquiry’s recommendation shall not be binding on the University President.

V.Section1.C.4. Steering Function. Except when the University Senate gives specific directions, the Executive Committee, in consultation with the standing committee chairs, 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. Motion Review. The Executive Committee may make editorial suggestions to the language of any motion, including a resolution, that is submitted for University 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. Nominations. The Executive Committee shall appoint a Subcommittee on Nominations as specified in V.Section1.D.1.

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

V.Section1.C.8. Advisory to University Senate. 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. Terms of Service. The Executive Committee shall have the responsibility for initiating and maintaining a system of overlapping terms for elected University Senators.

- V.Section1.C.10. Governance Documents. 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. Governance Calendar. The Executive Committee shall be responsible for maintaining a calendar of governance meetings.
- V.Section1.C.12. Minutes. 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. Archivist. 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. Standing Committee Chairs Coordination. 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. Bylaws. The Executive Committee shall ensure that these bylaws are followed.
- V.Section1.C.16. Operational Matters. 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.5), consulted for consent agenda (II.Section3.A.4.a), 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.D.1), receive operating procedures of committees (III.Section1), is one source that can initiate standing committee business (IV.Section1), receive motion text (II.Section3.A.2), disseminate agenda (II.Section3.A.4) and set and publicize calendar (II.Section3.A.1) for regular meetings of the University Senate, set agenda for all meetings of the University Senate (II.Section3.A.4, II.Section3.B.3), is one source authorized to call special meetings of the University Senate (II.Section3.B.1) or its standing committees (IV.Section6.A), ensure quorum (II.Section3.C.2) and ratification of actions (II.Section3.C.3) for special meetings of the University Senate, receive and archive committee annual reports (IV.Section2), name facilitator and necessary voting proxies for standing committee officer elections (IV.Section3.A), receive committee composition report from Subcommittee on Nominations (V.Section1.D.2.e), receive or make motions for the addition of permanent subcommittees (V.Section2.A.3.a), receive ad hoc committee charters (V.Section2.A.3.b), facilitate proposed revisions to these bylaws (Article VI).

Committee Calendar:

Regularly scheduled meetings of ECUS

Date	Location	Time
9/01/17	Parks Hall, Room 301	2:00 pm
10/06/17	Parks Hall, Room 301	2:00 pm
11/03/17	Parks Hall, Room 301	2:00 pm
12/01/17	Parks Hall, Room 301	2:00 pm
2/02/18	Parks Hall, Room 301	2:00 pm
3/02/18	Parks Hall, Room 301	2:00 pm
3/30/18	Parks Hall, Room 301	2:00 pm

Regularly scheduled meetings of ECUS with Standing Committee Chairs

Date	Location	Time
9/01/17	Parks Hall, Room 301	3:30 pm
10/06/17	Parks Hall, Room 301	3:30 pm

11/03/17	Parks Hall, Room 301	3:30 pm
12/01/17	Parks Hall, Room 301	3:30 pm
2/02/18	Parks Hall, Room 301	3:30 pm
3/02/18	Parks Hall, Room 301	3:30 pm
3/30/18	Parks Hall, Room 301	3:30 pm

Executive Summary:

Recurring Activities of ECUS	ECUS Accomplishments	Tasks Requiring Follow-up
<ul style="list-style-type: none"> • Held organizational meetings to elect committee officers in Spring 2017 • Named John Sirmans as Parliamentarian for the 2017-18 university senate. • Assistance provided by Academic Affairs: Shea Council • Held an officer orientation to the standing committee officers on September 22, 2017, at 3:30 pm in A&S 2-55. • Provided a one-day retreat at Rock Eagle 4-H center for all senators & senate volunteers. • Named Alex Blazer chair of Subcommittee 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 and steered issues to the appropriate standing 	<ul style="list-style-type: none"> • Provided for university participation in the University System of Georgia Faculty Council (USGFC) fall and spring meetings. • Approved the appropriation of funds to support the travel expenses for two USGFC representatives to attend the fall and spring USGFC meetings. (see motion 1718.ECUS.004.O) • 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 Mandatory Student Fee Committee, Administrative Systems and Banner Advisory Committee, Liberal Arts Council, Parking Appeals Committee, Parking and Transportation Advisory Committee, Academic Technology Advisory Committee, Campus Climate Survey Committee, Space Utilization Committee, University Curriculum Committee, Strategic Plan (2016-2011) Steering 	<ul style="list-style-type: none"> • 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. • Monitor annual budget situation and purchase supplies at end of spring semester in an attempt to zero out the account. • Revise the University Senator Handbook and other official university senate documents to align with the revisions to the University Senate bylaws. • Explore the possibility of using a consent agenda for ECUS and ECUS-SCC meetings.

Recurring Activities of ECUS	ECUS Accomplishments	Tasks Requiring Follow-up
<p>committee when presented to ECUS.</p> <ul style="list-style-type: none"> • 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 2018-2019 Governance calendar with input from the Academic Leadership Team. • Prepared and disseminated recognition certificates for outgoing senators and volunteers and leaders. • Purchased and disseminated Redbooks to university senate leaders (committee chairs and ECUS members) • In consultation with the Standing Committee Chairs, identified May 11th as the due date for committee annual reports and approved continued use of the annual report template used in previous academic years. • Received and archived annual reports. • Alex Blazer facilitated the organizational meeting for the incoming university senate. • Appointed Alex Blazer as Chair of the retreat planning committee with John Swinton, Craig Turner, Nicole DeClouette, David Johnson, Nancy Mizelle, and Amelia Lord as committee members. • Presiding Officer represented university senate at the Academic Leadership Team meetings held by the Provost. 	<p>Committee, Sustainability Council, University Curriculum Committee Ad Hoc Task Force, Academic Affairs Special Fee Committee, Vice President for Student Affairs Search Committee, Academic Leadership Team, and Space Reservation & Utilization Steering Committee.</p> <ul style="list-style-type: none"> • Sponsored a set of proposed revisions to the Institutional Statutes (passed) (see motion 1718.ECUS.002.O). • ECUS sponsored two sets of proposed revisions to the University Senate Bylaws (both passed): <ul style="list-style-type: none"> ○ First set of revisions brought these bylaws into compliance with the higher order documents (BoR Policy, Institutional Statutes) addressing the charge from President Dorman (see motion 1718.ECUS.003.B). ○ Second set of revisions included both editorial and non-editorial revisions; and addressed President Dorman’s charge to ECUS for an “appeals” process, dissolved SoCC, replaced <i>Staff Council Appointee</i> with <i>Chief Information Officer or designee</i> on RPIPC, inserted a consent agenda statement, and others (see motion 1718.ECUS.005.B). • Approved the Provost’s proposal to provide the incoming Presiding Officer a summer stipend to be available for consultation, planning the governance retreat, etc., and that this stipend be applied annually effective summer 2018. 	

Recurring Activities of ECUS	ECUS Accomplishments	Tasks Requiring Follow-up
	<ul style="list-style-type: none"> <li data-bbox="659 233 1008 443">Identified a second signer for the Foundation Account for University Senate, Jen Yearwood, thereby removing all senate members from acting as signers on the account. 	

Committee Membership and Record of Attendance:

1. Aggregate Attendance at ECUS Meetings

“P” denotes Present, “A” denotes Absent, “R” denotes Regrets

Acronyms	EFS = Elected Faculty Senator; CoAS = College of Arts and Sciences, CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences									
	Meeting Dates	9/1/2017	10/6/2017	11/3/2017	12/1/2017	2/2/2018	3/2/2018	3/30/2018	Present	Regrets
Alex Blazer <i>EFS; CoAS; ECUS Vice-Chair</i>	P	P	P	R	P	P	P	6	1	0
Kelli Brown <i>Provost</i>	P	P	P	P	P	P	P	7	0	0
Jolene Cole <i>EFS; Library; ECUS Member</i>	R	P	R	P	P	P	A	4	2	1
Nicole DeClouette <i>EFS; CoE; ECUS Chair</i>	P	P	P	R	P	P	P	6	1	0
Steve Dorman <i>University President</i>	P	R	R	P	R	R	R	2	5	0
Will Hobbs <i>EFS; CoHS; ECUS Member</i>	P	R	R	P	R	R	R	2	5	0
Chavonda Mills <i>EFS; CoAS; ECUS Chair Emeritus</i>	P	R	R	P	P	P	P	5	2	0
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P	P	P	P	P	P	P	7	0	0
J.F. Yao <i>EFS; CoB; ECUS Member</i>	R	R	P	P	R	P	P	4	3	0

Aggregate Attendance at ECUS Meetings with Standing Committee Chairs

“P” denotes Present, “A” denotes Absent, “R” denotes Regrets and “N/A” denotes Not Applicable.

Acronyms	EFS = Elected Faculty Senator; CoAS = College of Arts and Sciences, CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences									
	Meeting Dates	9/1/2017	10/6/2017	11/3/2017	12/1/2017	2/2/2018	3/2/2018	3/31/2018	Present	Regrets
Alex Blazer <i>EFS; CoAS; ECUS Vice-Chair</i>	P	P	P	R	P	P	P	6	1	0
Kelli Brown <i>Provost</i>	P	P	P	P	P	P	P	7	0	0
Jolene Cole <i>EFS; Library; ECUS Member</i>	R	P	R	P	P	R	A	3	3	1
Nicole DeClouette <i>EFS; CoE; ECUS Chair</i>	P	P	P	R	P	P	P	6	1	0
Steve Dorman <i>University President</i>	R	R	R	R	R	R	R	0	7	0
Will Hobbs <i>EFS; CoHS; ECUS Member</i>	P	R	R	P	R	R	R	2	5	0
Chavonda Mills <i>EFS; CoAS; ECUS Chair Emeritus</i>	P	R	R	P	P	P	P	5	2	0
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P	P	P	P	P	P	P	7	0	0
J.F. Yao <i>EFS; CoB; ECUS Member</i>	R	R	P	P	R	P	P	4	3	0
John Swinton <i>EFS; CoB; APC Chair</i>	P	R	P	P	P	R	P	5	2	0
Lyndall Muschell <i>EFS; CoE; EAPC Chair</i>	P	P	P	P	P	P	P	7	0	0
David Johnson <i>EFS; CoAS; FAPC Chair</i>	P	P	P	P	P	P	P	7	0	0
Diana Young <i>EFS; CoAS; RPIPC Chair</i>	P	P	P	P	P	P	R	6	1	0
Emily Gomez <i>EFS; CoAS; SAPC Chair</i>	P	P	P	R	P	R	P	5	2	0

Motions brought to the Senate floor from the Executive Committee:

Motion Number: 1718.ECUS.001.O

Renaming of the Department of English

Motion Text:	To recommend that the Department of English and Rhetoric be renamed as The Department of English.
ECUS Deliberation: 10/06/2017	ECUS Outcome: ECUS members agreed to sponsor the motion recommending the name change where only elected faculty senators will be eligible to vote at the 20 Oct 2017 university senate meeting.
Senate Deliberation: 11/20/2017	Senate Action: Approved by voice vote with no discussion and with no dissenting voice and only elected faculty senators eligible to vote. Motion was sent to University President for approval.
Action:	Action taken: Approved by President Dorman on November 1, 2017.
Link to motion: https://senate.gcsu.edu/motions/renaming-department-english-10122017	

Motion Number: 1718.ECUS.002.O

Proposed Revisions to the GC Institutional Statutes

Motion Text:	To approve the proposed revisions to the GC Institutional Statutes as outlined in the supporting document.
ECUS Deliberation: 10/06/2017 and 11/03/2017	ECUS Outcome: ECUS members agreed to sponsor the motion recommending the proposed revisions to the GC Institutional Statutes. The first reading occurred at the 10/20/2017 University Senate meeting and the second reading and vote occurred at the 11/17/2017 University Senate meeting.
Senate Deliberation: 10/20/2017 and 11/17/2017	Senate Action: Approved by voice vote with no additional discussion and with a vocal minority expressing dissent and only voting members of the university senate eligible to vote. Motion was sent to University President for approval.
Action:	Action taken: Approved by President Dorman on November 27, 2017.
Link to motion: https://senate.gcsu.edu/motions/proposed-revisions-gc-institutional-statutes-10172017	

Motion Number: 1718.ECUS.003.B

Proposed Revisions to the University Senate Bylaws

Motion Text:	To approve the proposed revisions to the University Senate Bylaws as outlined in the supporting document.
ECUS Deliberation: 09/01/2017 and 10/06/2017 and 11/03/2017	ECUS-SCC Vote Outcome: ECUS members agreed to sponsor the motion recommending the proposed revisions to the University Senate Bylaws. The first reading occurred at the 10/20/2017 University Senate meeting and the second reading and vote occurred at the 11/17/2017 University Senate meeting.
Senate Deliberation: 10/20/2017 and 11/17/2017	Senate Action: APPROVED by secret written ballot vote with 23 votes cast for and 10 votes cast against – meeting <i>the two-thirds majority of those casting votes favoring adoption</i> threshold required by the university senate bylaws revision process – and only voting members of the university senate eligible to vote. Motion was sent to University President for approval.
Action:	Action taken: Approved by President Dorman on November 27, 2017.
Link to motion: https://senate.gcsu.edu/motions/proposed-revisions-university-senate-bylaws-10172017	

Motion Number: 1718.ECUS.004.O

Appropriation of Funds to Support Travel to USGFC Meetings

Motion Text:	To recommend as a budget guiding principle the appropriation of funds from the university senate budget to reimburse travel by USGFC representatives to the USGFC meetings.
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ECUS Deliberation: 11/03/2017	ECUS Outcome: Unanimous vote to approve placement on the agenda for 11/17/2017 University Senate meeting for deliberation and vote.
Senate Deliberation: 11/17/2017	Senate Action: APPROVED by voice vote with no additional discussion and with no dissenting voice and only voting members of the university senate eligible to vote (11/17/2017). Motion was sent to University President for approval.
Action:	Action taken: Approved by President Dorman on November 27, 2017.
Link to motion: https://senate.gcsu.edu/motions/appropriation-funds-support-travel-usgfc-meetings-11082017	

Motion Number: 1718.ECUS.005.B

Proposed Revisions to the University Senate Bylaws

Motion Text:	To approve the proposed revisions to the University Senate Bylaws as outlined in the supporting documents.
ECUS Deliberation: 3/02/2018	ECUS Outcome: ECUS members agreed to sponsor the motion recommending the proposed revisions to the University Senate bylaws. The first reading occurred at the 3/16/2018 University Senate meeting and the second reading and vote occurred at the 4/20/2018 University Senate meeting.
Senate Deliberation: 3/16/2018 and 4/20/2018	Senate Action: APPROVED by voice vote with no additional discussion and no dissenting voice – meeting the two-thirds majority of those casting votes favoring adoption threshold required by the university senate bylaws revision process – and only voting members of the university senate eligible to vote (4/20/2018). Motion sent to University President for approval.
Action:	Action taken: Approved by President Dorman on May 1, 2018.
Link to motion: https://senate.gcsu.edu/motions/proposed-revisions-university-senate-bylaws-03062018	

Other Significant Deliberation (Non-Motions):

Short summary of each issue that consumed a significant amount of committee time.

- Deliberated on removal of oversight of curriculum from University Senate.
- Reviewed University Senate composition to alleviate the tension between the number of elected faculty senator positions and number of EFS positions on standing committees. The tension appears to have been resolved with the dissolution of SoCC from the University Senate.
- Deliberated on proposed revision to ECUS composition. After seeking input from each standing committee, ECUS-SCC approved a motion to maintain the current composition of ECUS and to maintain the current practice of ECUS and ECUS-SCC meetings.
- Wrote an “appeals” process statement that became part of the second round of University Senate bylaws revisions.

Ad hoc committees and other groups:

An ad-hoc committee was appointed during the 2016-17 academic year to plan a 2017 retreat. Work of this committee was completed during the Fall semester 2017.

Ad hoc committee title	Retreat Planning Committee 2017
Chair	Nicole DeClouette
Members	Chavonda Mills John R. Swinton Craig Turner Alex Blazer Angela Criscoe Nancy Mizelle
Summary	Work was completed via email and telephone communication. Retreat attendance was consistent with previous years. Bus transportation was arranged at request of RSVPs and fully utilized. Structure included concurrent sessions and small group breakout sessions.

Recommendations	<ol style="list-style-type: none"> 1. Continue providing an off-campus retreat site on the Tuesday before classes begin. 2. Keep on schedule even in the event of a lively debate. 3. Outline clear goals for the 2018-19 University Senate. 4. Make the meeting times more work-centered so that retreat participants feel that they are being productive, as opposed to feeling like they are having discussions about future discussions. 5. Designate committee members to be primarily responsible for key activities <ol style="list-style-type: none"> 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.
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Ad hoc committee title	University Senate Bylaws Revisions Work Group
Chair	Nicole DeClouette
Members	Chavonda Mills John R. Swinton Craig Turner Alex Blazer Lyndall Muschell David Johnson
Summary	<ol style="list-style-type: none"> 1. Craig Turner prepared a draft of proposed revisions and circulated the draft to the work group electronically. 2. The work group met on 21 Feb 2018 to discuss the revisions. 3. Craig Turner revised the document once again and that was circulated to ECUS. ECUS reviewed the document and provided no further suggestions for revisions. The document was distributed electronically to university senate members. 4. Craig Turner created a summary of the editorial and non-editorial proposed revisions, which was available in the online motion database. 5. Craig Turner created an additional document, “University Senate Agreements” as a place to store items that are part of standing operating practice.

Committee Reflections:

What worked well, what did not work so well. Given your charge, how did you spend your time?

Worked Well

- Having information items presented as a consent agenda for university senate meetings
- Forming working groups/subcommittees for items requiring extensive deliberation
- Having ECUS and ECUS-SCC meeting consecutively at 2:00 and 3:30 respectively
- Collaborate and consult with Standing Committee Chairs for key decisions

Did Not Work Well

- Need to do a better job making sure that standing committee chairs report essential agenda items during ECUS-SCC and University Senate meetings. Non-essential agenda items can be reflected in the written report.

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)
- Subcommittee on Nominations (SCoN): 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, outgoing committee members (volunteers, appointees, designees), officers of committees and university senate, ECUS members, Administrative Assistant, and Parliamentarian
- Recognitions (pins) and welcome first-time university senators

Continuing Consideration Topics

- 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)
- Continue to monitor transition of University Curriculum Committee and its relationship to University Senate
- Continue how best to receive updates from university senate representatives on task forces and committees
- Consider how much detail is necessary in standing committee chair reports to ECUS-SCC, highlights or details? Important that these reports are archived in electronic minutes including information items.

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 and other pertinent university senate documents
- 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
- Continue offering transportation.
- 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.)

Appendix: Committee Operating Procedures

The operating procedures for the 2017-2018 ECUS are archived at https://senate.gcsu.edu/sites/default/files/public-repository/Op_Procs_ECUS_2017-18.pdf and provided in full on the next two pages of this report.

2017-2018 ECUS OPERATING PROCEDURES

Endorsed by ECUS at its 1 Sep 2017 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.
- Ensures committee meeting times and meeting agenda are advertised on the University Senate website.
- 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 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 and secretary 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)
 - The voting status of each member of ECUS is articulated in the University Senate Bylaws.
 - 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.