



2021-2022 University Senate Standing Committees Annual Reports

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University Senate Committee Annual Report

Due Date: Submit in MSWord format to senate@gcsu.edu no later than 11:59 pm on 5/1/2022

Note: This report should represent consensus of the entire committee and serve as a historical record of committee deliberations over the academic year.

Committee Name: Academic Policy Committee (APC)
Academic Year: 2021 - 2022

Committee Charge:

V.Section2.C.1.a. Membership. The Academic Policy Committee shall have no fewer than thirteen (13) and no more than fifteen (15) members distributed as follows: no fewer than eleven (11) and no more than thirteen (13) members selected from the Corps of Instruction faculty, at least seven (7) of whom are elected faculty senators, one (1) member who is the Chief Academic Officer or an individual appointed by the Chief Academic Officer to serve as a designee in compliance with V.Section2.C, and one (1) member appointed by the University President in compliance with II.Section1.A.5.

V.Section2.C.1.b. Scope. The Academic Policy Committee shall review and recommend for or against policy relating to undergraduate and graduate education matters that have broad impact or implication to the university as a whole, which includes, but is not limited to, policies relating to grading, scholastic probation and honors, academic appeals, academic standing, standards for admission, general university degree requirements, educational processes, academic calendar, academic assessment, and academic ceremonies. This committee also provides advice, as appropriate, on academic procedural matters at the institution which includes, but is not limited to, academic assessment and those matters relating to the educational process.

Committee Calendar:

Listing of dates on which the committee met.

Date	Location
August 8, 2021	Zoom (University Senate Retreat)
September 3, 2021	Zoom
October 1, 2021	Zoom
November 5, 2021	Zoom
January 7, 2022	Zoom
February 11, 2022	Zoom
March 4, 2022	Zoom
April 8, 2022	Zoom

Executive Summary:

APC spent time discussing the following:

1. COVID considerations affecting students
2. Self-plagiarism by students
3. Student Ratings of Instruction
4. Time Zone issues in D2L
5. Academic Freedom
6. Faculty qualifications
7. Student success as per the new USG tenure guidelines
8. The student bill of rights and responsibilities

APC was busy throughout the year. We took on several issues that were ultimately handed off to other committees but nevertheless believe we helped lay groundwork to make those workloads more manageable for them given they could see our work on it before they took it up. The closing months were spent on reviewing the student bill of rights and

responsibilities as it is 14 years old. Despite its age, after a careful review we determined it was not in need of any updating.

Committee Membership and Record of Attendance:

AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:

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

Meeting Dates	Sept. 3	Oct. 1	Nov. 5	Jan. 7	Feb. 11	Mar. 4	Apr. 8
Nicholas Creel (Chair)	P	P	P	P	P	P	P
Benjamin Clark (Vice Chair)	P	P	P	P	P	P	P
Dana Gorzelany-Mostak (Secretary)	P	P	P	P	P	P	P
Steve Elliott-Gower	P	P	P	P	R	P	P
Robert Sumowski	P	P	P	R	P	P	P
Alesa Liles	P	R	P	R	P	P	P
Eryn Viscarra	P	R	P	P	R	P	P
Youngmi Kim	P	P	P	R	P	P	P
Mariana Stoyanova	P	P	P	P	P	P	R
Laura Childs	P	P	P	R	P	P	R
Melanie DeVore	P	R	P	P	P	P	R
Catrina Lisse	P	P	P	P	P	P	R
James Schiffman	P	P	P				
Jamie Downing				P	P	P	P

Motions brought to the Senate floor:

None. The committee did not at any point see the need to deliver a motion to the full Senate. Most of what we discussed was ultimately sent to other committees, most often the faculty affairs committee, and so we were ultimately not the ideal venue for these matters to be made into motions.

Reference Material/Existing Policies and Handbooks:

University System of Georgia’s Copyright Policy:

https://www.usg.edu/copyright/copyright_generally

University System of Georgia’s Fair Use Checklist:

https://www.usg.edu/copyright/fair_use_checklist

Other Significant Deliberation (Non-Motions):

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

1. COVID considerations affecting students
 - a. We considered whether any official policy was needed to help students get back to “normal” as COVID remained an issues, particularly in early parts of the Fall and spring.
2. Self-plagiarism by students
 - a. We reviewed the student code of conduct at the request of the provost to make sure self-plagiarism was overtly prohibited. In so doing, we found it was an no further action was necessary.

3. Student Ratings of Instruction
 - a. We spent a lot of time discussing SRIs, particularly ways to inform students of their purpose and value. We were of the mind that a recommendation be made to overtly tell students how these reviews are used and what sorts of comments were appropriate to make on them to lessen the bias the instrument tends to have.
4. Time Zone issues in D2L
 - a. We were assured that time zone issues could be handled by the instructor in D2L.
5. Academic Freedom
 - a. We reviewed academic freedom policies but noticed the issue was better handled by another committee. We made recommendations and referred the matter to the Faculty Affairs Committee.
6. Faculty qualifications
 - a. We were asked to review the faculty qualifications policy allowing hires to be made from faculty with terminal degrees from non-accredited universities. Again, we saw this as better handled by the faculty affairs committee and sent it to them.
7. Student success as per the new USG tenure guidelines
 - a. We discussed what student success meant in light of the USG imposed post-tenure review changes. Overall, we were of the mind that at Georgia College student success was already taken into account in reviewing the teaching, research, and service obligations of faculty and so no real action was required on this front.
8. The student bill of rights and responsibilities
 - a. We sought to review the student bill of rights and responsibilities, having noticed it was last updated 14 years ago. After a review we found it sufficient and not in need of change.

Committee Reflections:

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

WebEx was not just viewed as an acceptable way to meet but the ideal manner to do so this year, even with COVID protocols largely being pulled back entirely. It would not be unreasonable to keep the option on the table going forward for non-pandemic related reasons, particularly if it allows members to meet who might find themselves off campus on Fridays either on a periodic or regular basis.

Student government representatives were rather unprofessional in terms of never meeting with the committee despite well over a dozen instances of outreach on our part. Specifically, we wanted to get their perspective on the student bill of rights but they never showed any interest in engaging with us on the issue. It may be a good idea to designate a student government representative on the committee given its subject matter jurisdiction.

Feedback on Committee Meetings:

- The times and “locations” worked well. WebEx meetings allowed for good and consistent turnout from members.
- Meetings were run efficiently.

Feedback for the Executive Committee of the University Senate (ECUS):

Ensure issues referred to the APC are subject matter appropriate. We spent a good deal of time reflecting on several issues that ultimately were the purview of other committees and so we ultimately were less focused on issues that were in our jurisdiction.

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)

The committee Chair should review every issue sent to them to ensure the committee is the appropriate venue for the issue at hand.

Seek student input on the code of conduct. No student government official responded to our requests to do so, despite over a dozen attempts to get them on board.

Recommend items for consideration at the governance retreat:

None

Appendix: Academic Policy Committee Operating Procedures 2021-22

Adopted by APC at the 8 Aug 2021 Governance Retreat

The committee elected to retain the operating procedures from the previous year:

“In terms of SOP, the committee agreed to keep meetings rather informal, except for votes on policies. APC is composed of 13 members, so there will need to be 7 members present to establish a quorum. To conduct committee business. Other SOP items of committee agreement were to bring up agenda items early; to be respectful of when meetings begin and end; to require approval of extended time at regularly scheduled end of an APC meeting; require consensus before new items for discussion are brought to the attention of ECUS; and when possible, to invite guests to clarify information related to committee discussions.”

We also acknowledged that US operating procedures permit for electronic discussion of items if achieving and maintaining a quorum becomes difficult. During the 2021-2022-year, APC will continue to conduct virtual meetings as needed due to COVID 19.

2021-2022 Annual Report, DEIPC

Officers:

Linda Bradley, Chair
Nadirah Mayweather, Vice-Chair
Sandra Trujillo, Secretary

Committee Charge:

Relevant Bylaws:

- **V.Section2.C.2.a. Membership.** The Diversity, Equity, and Inclusion Policy Committee shall have exactly thirteen (13) members distributed as follows: seven (7) members selected from the Corps of Instruction faculty, at least six (6) of whom are elected faculty senators, one (1) member who is the Chief Diversity Officer or an individual appointed by the Chief Diversity Officer as a designee in compliance with V.Section2.C, one (1) member who is the Director of Human Resources or an individual appointed by the Director of Human Resources to serve as a designee, one (1) member who is the Director of Admissions or an individual appointed by the Director of Admissions to serve as a designee, one (1) member who is a staff member appointed by a process determined by Staff Council, one (1) member who is a student appointed by a process determined by the Student Government Association, and one (1) member appointed by the University President in compliance with II.Section1.A.5.
- **V.Section2.C.2.b. Scope.** The Diversity, Equity, and Inclusion Policy Committee shall review and recommend for or against policy related to inclusion, equity, and diversity, which includes, but is not limited to, policies relating to all institutional aspects of equitable access, success, and education of the university community on issues of diversity, inclusion, state and federal laws regarding protected classes, and university language relating to non-discrimination and diversity. In addition, this committee shall review and provide advice on procedures, guidelines, and employee and student professional development relating to institutional climate and priorities for ensuring justice, fairness, and equitable treatment to all members of the university.

Committee Calendar:

DEIPC met on the following dates:
9/3, 10/1, 11/5, 1/7, 2/11, 3/4, 4/8

Executive Summary:

The 2021-2022 academic year represented the first full year of work for this new Senate Committee. Due to the collaborative nature of DEIPC's work, we spent vital time reviewing the charge and scope of our work. A significant motion from the committee to endorse the four overarching goals of the 2022-2025 Diversity Action Plan articulated in the supporting document entitled *Advancing Diversity and Inclusion 2022-2025: Diversity Strategic Plan for Georgia College*.

Committee Membership and Record of Attendance:

Member	8/9	9/3	10/1	11/5	1/7	2/11	3/4	4/8 No Meeting, Listening Session
Bradley, Linda	P	P	P	P	P	P	P	*
Mayweather, Nadirah	P	P	P	P	P	R	R	*
Trujillo, Sandra	P	P	P	P	P	P	P	*
Speelman, Liz	P	P	P	P	P	P	P	
Taylor, Ashley	P	P	A	P	P	P	R	
Townes, Jennifer	P	R	A	P	P	R	R	
Wellborn, James	P	P	P	P	P	P	P	*
Bergeron, Susan	P	P	P	P	-	-	-	No longer at GCSU
Francisco, Javier	P	P	A	A	A	A	A	
Holmes-Davis, Tina	P	P	P	P	P	A	R	
Ward, Carol	P	P	R	P	R	P	P	
Miller, Lauren	P	P	A	A	A	A	A	

Meeting Dates August 9, 2021; September 3, 2021; October 1, 2021; November 5, 2021; Feb 11, 2022; Mar 4, 2022

Motions brought to the Senate floor:

Motion Number: 2122.DEIPC.001.R

Source Committee: Diversity, Equity, and Inclusion Policy Committee

Motion Status: Implementation Complete

Motion Type: Resolution

Other Significant Deliberation (Non-Motions):

- € Discussion of the role of DEIPC in coordination with the incoming Associate Vice President for Inclusive Excellence and Chief Diversity Officer, the Diversity Steering Committee, College Diversity Committees, and additional Senate Committees.
- € Policies related to diversity training for faculty, staff, and students. How might these policies foster a climate where stakeholders engage, discuss, think, and speak with inclusive understandings?
- € Retention policies that support best practices for students, staff, and faculty.

- € Take initiative to meet with or invite Senate Standing Committee representatives to share current issues, DEIPC will identify the specific issues that overlap with the call in our bylaws in order to facilitate the prioritization of pressing diversity and inclusion policy needs in coordination with the Diversity Action Plan (DAP).
- € Examine policies in the DAP related to student body recruitment and retention.
- € Accessibility as a key component of diversity and inclusion on campus.

Ad hoc committees and other groups:

None

Committee Reflections:

The members of this committee have been exceptionally hard-working and engaged, committed to the work of supporting policies that bring greater inclusivity to Georgia College.

Committee Recommendations:

Next year, the committee will have opportunities to

- Explore a Bias Response Team and how this could be part of the Georgia College context. Examples from around the nation often involve a group that coordinates with public safety, faculty, students, staff, and communications to provide a coordinated response and resources for the campus community to counter bias and educate stakeholders. DEIPC will be continuing to gather information on how these teams operate on other campuses.
- Seek feedback on the nature of Diversity, Equity, and Inclusion (DEI) activities and/or events of OIE as part of annual evaluation processes for faculty and staff. Questions regarding the current practices, purpose, audience, and ways of measuring meaningful impact were addressed.
- Explore specific areas of accessibility and policies to increase accessibility of campus and online learning resources.

Recommend items for consideration at the governance retreat:

See above: The committee will need to elect officers for the 2022-2023 year. We wanted to ensure the opportunity of all committee members to participate in the process.

Appendix: Committee Operating Procedures

2021-2022 DEIPC OPERATING PROCEDURES

Procedures include informal discussion process. All official votes will follow Robert's Rules of Order.

Relevant University Senate Bylaws

- **V.Section2.C.2.a. Membership.** The Diversity, Equity, and Inclusion Policy Committee shall have exactly thirteen (13) members distributed as follows: seven (7) members selected from the Corps of Instruction faculty, at least six (6) of whom are elected faculty senators, one (1) member who is the Chief Diversity Officer or an individual appointed by the Chief Diversity Officer as a designee in compliance with V.Section2.C, one (1) member who is the Director of Human Resources or an individual appointed by the Director of Human Resources to serve as a designee, one (1) member who is the Director of Admissions or an individual appointed by the Director of Admissions to serve as a designee, one (1) member who is a staff member appointed by a process determined by

Staff Council, one (1) member who is a student appointed by a process determined by the Student Government Association, and one (1) member appointed by the University President in compliance with II.Section1.A.5.

- **V.Section2.C.2.b. Scope.** The Diversity, Equity, and Inclusion Policy Committee shall review and recommend for or against policy related to inclusion, equity, and diversity, which includes, but is not limited to, policies relating to all institutional aspects of equitable access, success, and education of the university community on issues of diversity, inclusion, state and federal laws regarding protected classes, and university language relating to non-discrimination and diversity. In addition, this committee shall review and provide advice on procedures, guidelines, and employee and student professional development relating to institutional climate and priorities for ensuring justice, fairness, and equitable treatment to all members of the university.

WHAT ARE UNIVERSITY SENATE FUNCTIONS? *I.Section2. The University Senate exists to promote and implement effective shared governance at the university. It is expressly charged with recommending academic and institutional policy. **In addition to its policy recommending responsibility, the University Senate serves in an advisory role to the administration,** particularly in the implementation of policy or improvement of processes that have broad institutional impact or implications, including but not limited to planning and budgetary processes. **The University Senate strives to be mindful and respectful of matters that are more appropriately handled at the divisional, college, and department levels, but may make recommendations concerning matters within these areas that have broader institutional impact or implications.***

WHAT ARE COMMITTEE FUNCTIONS? *V.Section2.C. Standing Committees. These committees shall **have the following three functions** (a) develop recommendations for new policy, (b) develop recommendations that revise existing policy, and (c) serve in advisory role, each applied in a manner consistent with the purposes and powers of the University Senate expressed in Article I. The inclusion of an appropriate chief division officer or designee is to improve committee effectiveness through communication and coordination with an appropriate administrator who has authority and responsibility for policy implementation in the general area addressed by the committee.*

COMMITTEE ANNUAL REPORT *IV.Section 2. Reports. The committees listed in V.Section2.A.1 shall constitute the standing committees of the University Senate. Each standing committee and the Executive Committee **shall present a comprehensive, written, annual report in an appropriate format** to the Executive Committee. This report shall include a summary of the major items considered by the committee during the academic year and the disposition of each. The Executive Committee shall set a due date and the format of these reports in consultation with the standing committee chairs and these reports shall be posted with the minutes of the last University Senate meeting of the academic year.*

OPERATING PROCEDURES *III.Section 1. The University Senate shall discharge its responsibilities through a system of standing committees elected by and directly responsible to the University Senate. These standing committees shall **establish their own operating policies and procedures** consistent with these bylaws and the University Statutes. These must be filed with the Executive Committee and updated as needed.*

MEETINGS, CALL, NOTICE, QUORUM

*IV. Section 6. Meetings. The standing committees, as listed in V. Section 2.A.1, shall meet as needed throughout the year, including recesses between academic semesters, to facilitate the functioning of the University Senate. **The governance calendar designates meeting times for the standing committees throughout the academic year.***

*IV. Section 6.A. Call. In addition, **a meeting shall be called** by the standing committee chair within ten (10) calendar days of receiving a written request, which must include specification of the proposed purpose for such a meeting, from either (1) the Executive Committee or (2) at least twenty percent (20%) of the membership of the standing committee. **A meeting of a standing committee also may be called by** the University President, the Presiding Officer of the University Senate, or the chair of the standing committee. Individuals calling such a meeting should apply this responsibility judiciously, in particular, for a meeting scheduled during a recess between academic semesters.*

*IV. Section 6.B. Notice. **Written notice of any meeting of a standing committee shall be distributed to every member of the standing committee** by the individual calling the meeting and made accessible to members of the University Senate at least three (3) calendar days prior to the meeting. Such notice shall include the date, time, location and agenda for the meeting.*

*IV. Section 6.C. **Quorum.** A majority of the standing committee membership shall constitute a quorum.*

Committee Operating Procedures A summary of the standard operating procedures used to conduct business during the year.

- First and foremost the Faculty Affairs Policy Committee is a team and not a set of individuals. To realize this philosophy, we endorse the following
- Communicate openly and candidly with each other without judgment or repercussion -- holding back constructive criticism weakens the team
- Resist communicating on behalf of the committee without consultation even if the item feels like a “no-brainer”
- After committee consultation, copy the entire committee if/when you communicate on its behalf
- All DEIPC members share responsibility to seek out and identify concerns of broad institutional impact within FAPC scope (Article V, Section 2.B.2)

The Chair

- **Bylaws Responsibilities**
 - o Presents committee report to University Senate at scheduled University Senate meetings (Article II, Section 3.A.3)
 - o Submit such reports to University Senate Secretary in appropriate format for minutes
 - (Article II, Section 3.I)
 - o Transfer committee records to the following year's committee (Article IV, Section 3.B)
 - o Meet regularly with the Executive Committee and other chairs to facilitate communication (Article V, Section 1.C.14)
 - o Serve on the Subcommittee on Nominations (Article V, Section 1.D.1.a)
 - o Be notified by a committee member who is going on extended leave (Article II Section 3.H)
 - o Be consulted by ECUS on due date and format of comprehensive annual report of committee (Article IV, Section 2)

- Other Responsibilities
 - o Record notification of regrets prior to a scheduled committee meeting
 - o Presides at committee meetings
 - o Drafts (in consultation with the committee) the tentative agenda for committee meetings
 - o Distributes each tentative agenda to the committee via email prior to the committee meeting
 - o Scheduling (in consultation with committee) meeting rooms, times, and dates for committee meetings
 - o Entering committee motions proposed for University Senate consideration into the online motion database
 - o Advertising committee meeting times and meeting agenda to the university community
 - o Others as defined/assigned by the committee

The Vice-Chair

- Bylaws Responsibilities o None
- Other Responsibilities o Assumes all duties and responsibilities of the chair in the absence of the chair
- o Others as defined/assigned by the committee

The Secretary

- Bylaws Responsibilities o Provide minutes of each meeting to the Secretary of the Executive Committee as well as post the minutes electronically within eight (8) calendar days of the meeting. This would include minutes of any subcommittee or ad hoc committee that reports to it. (Article V, Section 2.B.3)
- Other Responsibilities o Be contacted by committee members extending regrets prior to a scheduled committee meeting
 - o 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
 - o Others as defined/assigned by the committee

Agenda The agenda of committee meetings is set by the following process.

- At the conclusion of each meeting, any committee member can propose an item for inclusion on the tentative agenda.
- A tentative agenda for the meeting is drafted by the committee chair in consultation with the committee members.
- This tentative agenda is sent to the committee members by the committee chair at least 7 days in advance of the meeting.
- This tentative agenda includes all available supporting documents for items to be considered by the committee.
- The tentative agenda is finalized by the committee at the outset of the meeting immediately following the call to order. **Communication Tools**
- Committee email list deipc@gcsu.edu
- Committee web presence <https://senate.gcsu.edu/committee/deipc>

Deliberation

- Advisory Matters (Committee workgroup requesting committee guidance, advisory function of the committee) o Deliberation is informal until there is a motion for committee consideration in which case Robert's Rules apply.
- Policy Matters (Committee deliberation on a draft policy proposed for recommendation for University Senate consideration) o Robert's Rules apply meaning a main motion (to recommend the policy for consideration by the University Senate) is made and committee deliberation proceeds with a vote determining committee disposition of the motion.

Duration

- 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.

Minutes The minutes of the committee shall be drafted by the following process.

- The committee secretary shall keep notes of the meeting.
- The committee secretary may request clarification from the committee at any point in the meeting.
- Immediately prior to adjournment of any meeting, the committee secretary shall have the opportunity to seek clarification on any matter to inform preparation of meeting minutes.
- The secretary shall prepare a draft of the minutes for committee review in consultation with the committee officers.
- This draft of the minutes is circulated to the committee for review prior to posting.
- The committee members shall have a minimum of two business days to review the minutes.
- If suggested revisions are offered, the revised minutes are again distributed to the committee for review.
- The minutes are posted in compliance with the university senate bylaws timeline (within 8 calendar days of the meeting).
- Except for the minutes of the final meeting of the academic year, the previous meeting minutes are an item on the agenda.

Parliamentary Authority

- The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Diversity, Equity, and Inclusion Policy 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 DEIPC may adopt.

Quorum

- A majority of the committee membership shall constitute a quorum. (Article IV, Section 6.C)

Voting

- Voting Members Each of the thirteen members listed in the University Senate bylaws is a voting member of the committee.

- Voting Threshold 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.
 - Unless otherwise determined by the committee in advance of the vote, a majority vote is necessary for committee approval
 - The voting threshold for adoption of a matter to be considered by the committee may be amended by a majority vote.

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 is considered. Any such revision(s) that are approved are effective immediately following the committee vote.

Annual Report

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

Academic Year: 2021-2022

Committee Charge:

V.Section 1.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.Section 1.C. Duties. The duties of the Executive Committee shall include the following:

V.Section 1.C.1. Advisory to Administration.

V.Section 1.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.Section 1.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.Section 1.C.2. Set Agenda. The Executive Committee shall set the agenda for all meetings of the University Senate in compliance with II.Section 3.A.4 and II.Section 3.B.3.

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

V.Section 1.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.Section 1.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.Section 1.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.Section 1.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.Section 1.C.11. Governance Calendar. The Executive Committee shall be responsible for maintaining a calendar of governance meetings.
- V.Section 1.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.Section 1.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.Section 1.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.Section 1.C.15. Bylaws. The Executive Committee shall ensure that these bylaws are followed.
- V.Section 1.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.Section 1.A.5), consulted for consent agenda (II.Section 3.A.4.a), receive Corps of Instruction List (II.Section 2.A.1), apportion elected faculty senator positions (II.Section 2.A.2), receive election/selection procedures and results and announce results for academic units (II.Section 2.A.3), Staff Council (II.Section 1.A.3), students (II.Section 1.A.4), conduct at-large elections (II.Section 2.A.4), name a parliamentarian (II.Section 3.D.1), receive operating procedures of committees (III.Section 1), is one source that can initiate standing committee business (IV.Section 1), receive motion text (II.Section 3.A.2), disseminate a agenda (II.Section 3.A.4) and set and publicize calendar (II.Section 3.A.1) for regular meetings of the University Senate, set agenda for all meetings of the University Senate (II.Section 3.A.4, II.Section 3.B.3), is one source authorized to call special meetings of the University Senate (II.Section 3.B.1) or its standing committees (IV.Section 6.A), ensure quorum (II.Section 3.C.2) and ratification of actions (II.Section 3.C.3) for special meetings of the University Senate, receive and archive committee annual reports (IV.Section 2), name facilitator and necessary voting proxies for standing committee officer elections (IV.Section 3.A), receive committee composition report from Subcommittee on Nominations (V.Section 1.D.2.e), receive or make motions for the addition of permanent subcommittees (V.Section 2.A.3.a), receive ad hoc committee charters (V.Section 2.A.3.b), facilitate proposed revisions to these bylaws (Article VI).

Committee Calendar:

Regularly scheduled meetings of ECUS:

Date	Location	Time
9/3/21	Webex meeting	2:00 pm
10/1/21	Webex meeting	2:00 pm
11/5/21	Webex meeting	2:00 pm
1/7/22	Webex meeting	2:00 pm
2/11/22	Webex meeting	2:00 pm
3/4/22	Webex meeting	2:00 pm
4/8/22	Webex meeting	2:00 pm

Regularly scheduled meetings of ECUS with Standing Committee Chairs

Date	Location	Time
9/3/21	Webex meeting	3:30 pm
10/1/21	Webex meeting	3:30 pm
11/5/21	Webex meeting	3:30 pm
1/7/22	Webex meeting	3:30 pm
2/11/22	Webex meeting	3:30 pm
3/4/22	Webex meeting	3:30 pm
4/8/22	Webex meeting	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 at the August governance retreat • Named Stephanie Jett as Parliamentarian for the 2021-2022 university senate. • Assistance provided by Academic Affairs: Shea Council • Held an officer orientation for the standing committee officers on August 9, 2021, at 9 am-4pm via Webex • This year due to COVID no retreat took place, the meeting was held via webex for all senators & senate volunteers. • Named Jennifer Flory chair of Sub-committee on Nominations (SCoN) and designated entire ECUS membership, standing committee chairs, SGA President, and Staff Council 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 committee in consultation with the committee chairs. • Prepared apportionment of elected faculty senators based on the corps of instruction list from the Provost's office and 	<ul style="list-style-type: none"> • Operated in a COVID restrained environment for most of 2021-2022 Overcame several challenges associated with online facilitated Webex meeting. Despite challenges maintained normal Senate operations for this academic year. • Continued the recent practice of sending a second, non-voting representative to participate in the University System of Georgia Faculty Council (USGFC) fall and spring meetings. • Continued the recent practice of releasing the President's and Provost's university senate reports by email to the university community prior to the distribution of minutes. • Continued the recent practice of identifying, nominating, and approving University Senate representatives on about 20 task forces and campus wide committees. • Continued the recent practice of identifying and inviting guest speakers to address campus community issues at University Senate meetings. • As part of an effort to find potential efficiencies in university-wide representation, identified several committees (Academic Technology Advisory Committee, Admin Systems & banner Advisory Committee, Parking Appeals Committee, Public Art Committee, the Information Technology Council) that require a faculty volunteer appointed by senate, but not necessarily a faculty senator. 	<ul style="list-style-type: none"> • Continue to review efficiency and the effectiveness of the electronic presence of the university senate. • Continue to advocate for University Senate representation on search committees, task forces, and other advisory groups. • Monitor annual budget situations. • Consult with Legal Affairs about creating different kinds of compliance statements for different kinds of policies. • Follow up with implementation of 8.3 BOR policies.. • Review current practices of and recommend best practices for the maintenance of the Policies, Procedures and Practices Manual (PPPM), specifically regarding, first, the creation of an annually released and archived pdf version of the manual and, second, incorporating notations regarding who, when, and why updates to the manual are made. • Continue to review and assess the governance retreat format and venue.

Recurring Activities of ECUS	ECUS Accomplishments	Tasks Requiring Follow-up
<p>communicated to Deans of each college.</p> <ul style="list-style-type: none"> • Provided oversight to elected faculty senator elections of all academic units (colleges, library) as well as at-large. • Prepared the 2022-2023 Governance Calendar with input from the standing committee chairs, university senate members, Academic Leadership Team, Deans, and Chairs. • Continuously edited the 2021-2022 Governance Calendar to adapt it for COVID driven related changes. • Prepared and disseminated recognition certificates for outgoing senators, volunteers and leaders. • Purchased and disseminated Redbooks to university senate leaders (committee chairs and ECUS members)- did not do this year • In consultation with the Standing Committee Chairs, identified May 2, 2022 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. • Jennifer Flory facilitated the organizational meeting for the incoming university senate. • Appointed Jennifer Flory as Chair of the governance retreat planning committee with Alex Blazer • Presiding Officer represented university senate at the Academic Leadership Team meetings held by the Provost. • Presiding Officer represented university senate at the President's Commission on Diversity meetings. 	<ul style="list-style-type: none"> • Conducted on a regular basis each University Senate meeting via video conference (Webex). The March and April meetings were held face to face. This involved disseminating senate reports in advance to allow for questions and concerns to be addressed, as well as facilitating electronic voting through Webex or Qualtrics. • Two candidates nominated for POE for 22-23. Elected Dr. Robert Sumowski as senate POE. 	

Committee Membership and Record of Attendance:

Aggregate Attendance at ECUS Meetings

“EFS” denotes Elected Faculty Senator

“APC” denotes Academic Policy Committee, “ECUS” denotes Executive Committee of University Senate, “FAPC” denotes Faculty Affairs Policy Committee, “RPIPC” denotes Resources, Planning, and Institutional Policy Committee, and “SAPC” denotes Student Affairs Policy Committee.

“CoAS” denotes College of Arts & Sciences, “CoB” denotes College of Business, “CoE” denotes College of Education, “CoHS” denotes College of Health Sciences

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

Meeting Dates	9/3/21	10/1/21	11/5/21	1/7/22	2/11/22	3/4/22	4/8/22	Present	Regrets	Absent
Alex Blazer (EFS, CoAS, ECUS Secretary)	P	P	P	P	P	P	P	7	0	0
Catherine Fowler (EFS, CoAS, ECUS Chair)	P	P	P	P	P	P	P	7	0	0
Steve Dorman (University President)	R							0	1	0
Cathy Cox University President as of Oct. 2021	-	R	R	R	R	R	R	0	6	0
Lamonica Sanford (Library, ECUS Member)	P	P	P	P	P	P	P	7	0	0
Jennifer Flory (EFS, CoHS, ECUS Vice-Chair)	P	P	P	P	P	P	P	7	0	0
Hauke Busch (EFS, CoAS, ECUS Chair Emeritus)	P	P	P	P	P	P	P	7	0	0
Lyndall Muschell (EFS, CoE, ECUS Member)	P	P	P	P	P	P	P	7	0	0
Costas Spirou (Provost)	P	P	P	P	P	P	P	7	0	0
Karl Manrodt (EFS, CoB, ECUS Member)	P	A	P	P	P	P	R	5	1	1

Aggregate Attendance at ECUS Meetings with Standing Committee Chairs

Meeting Dates	9/3/20	10/1/20	11/5/20	1/7/22	2/11/22	3/4/22	4/8/22	Present	Regrets	Absent
Alex Blazer (EFS, CoAS, ECUS Secretary)	P	P	P	P	P	P	P	7	0	0
Catherine Fowler (EFS, CoAS, ECUS Chair)	P	P	P	P	P	P	P	7	0	0
Steve Dorman (University President)	P							1	0	0
Cathy Cox- president as of Oct. 2021	-	R	R	R	R	R	R	0	6	0

La Monica Sanford (Library, ECUS Member)	A	P	P	P	P	P	P	6	0	1
Jennifer Flory (EFS, CoHS, ECUS Vice-Chair)	P	P	P	R	P	P	P	6	1	0
Hauke Busch (EFS, CoAS, ECUS Chair Emeritus)	P	P	P	P	P	P	P	7	0	0
Lyndall Muschell (EFS, CoE, ECUS Member)	P	P	P	P	P	P	P	7	0	0
Costas Spirou (Provost)	P	P	P	P	P	P	R	6	1	0
Karl Manrodt (EFS, CoB, ECUS Member)	P	R	P	P	P	P	R	5	2	0
Nicholas Creel (EFS, CoB, APC Chair)	P	R	P	P	P	P	P	6	1	0
Sabrina Hom (EFS, CoAS, FAPC Chair)	R	P	P	P	P	P	P	6	1	0
Damian Francis (EFS, CoHS RPIPC Chair)	P	P	P	R	P	P	P	6	1	0
Gail Godwin (EFS,, CoHS SAPC Chair)	P	P	P	R	R	P	P	5	2	0
Linda Bradley (EFS, DEIPC Chair)	P	P	P	P	P	P	P	7	0	0

Motions brought to the Senate floor:

Motion Number	2122.ECUS.001.R
Motion Title	A Call for Increased Local Control of Campus Health and Safety Measures, Including Measures Necessary to Address COVID-19
Motion Text	WHEREAS the prevalence of COVID-19 in our community is at a level to cause deep concern; and WHEREAS the Georgia College University Senate notes that operational constraints imposed by the University System of Georgia and Board of Regents prevent our institution from implementing an appropriate response to maintain the health and safety of our campus; therefore BE IT RESOLVED, the Georgia College University Senate requests that the Chancellor, University System of Georgia, and Board of Regents immediately release public health control of our campus to local administrators and shared governance so that the institution may adopt appropriate and necessary mitigation measures, including but not limited to rules related to masking, a symptomatic and symptomatic testing, and temporary course mode changes, to mitigate the spread of COVID-19 on our campus.
ECUS Deliberation	ECUS members agreed to sponsor the motion calling for local control of health and safety measures.
Senate Deliberation	Approved by Webex vote with one question regarding President Cox's thoughts on the resolutions (24 Yay, 8 Nay, 5 Abstain). Motion was sent to University President for approval.
Presidential Action	Acknowledge by President Cox on November 9, 2021.

Link to motion	https://senate.gcsu.edu/motions/motion-approve-revised-university-senate-handbook-11062021
Motion Number	2122.ECUS.002.R
Motion Title	To Revise the University Senate Handbook
Motion Text	Motion to approve the revised, updated university senate handbook.
ECUS Deliberation	ECUS members agreed to sponsor the motion recommending to amend the University Senate Handbook to include information about DEICP.
Senate Deliberation	Approved by Webex vote with no discussion and with no dissenting voice all voting members of the university senate eligible to vote. Motion was sent to University President for approval.
Presidential Action	Acknowledge by President Cox on January 18, 2022.
Link to motion	https://senate.gcsu.edu/motions/motion-approve-revised-university-senate-handbook-11062021

Other Significant Deliberation (Non-Motions):

- *Reviewing University-Wide Committees with Senate Representation:* One of the changes to the University-Wide Committees was the addition of the Information Technology Council and associated advisory committees. This committee would require the following designees from the University Senate for the following positions:
 - One person to sit on the main Information Technology Council
 - One person to sit on the Academic Technology Advisory Committee
 - One person to sit on the Infrastructure and Security Advisory Committee
 (All positions are rotating appointees with 2-year terms.)

Ad hoc committees and other groups:

- *The 2022 Governance Retreat Planning Committee*
 - Members: Jennifer Flory (chair), Alex Blazer, Catherine Fowler,
 - Work: Originally the committee reserved The Club at Lake Sinclair, surveyed the University Senate community regarding dietary preferences and possible retreat topics, ordered food. But due to COVID-19 the retreat could not take place F2F and was held online via WebEx. Other work included the compilation of materials for pdf dissemination and informational binders, and drafting of the retreat agenda.
 - Complete: The committee completed its work.
 - Follow Up: A committee will be needed to plan the 2021 Governance Retreat.
- *The Governance Calendar Work Group*
 - Members: Hauke Busch, Alex Blazer, Catherine Fowler
 - Work: Drafted the 2022-23 governance calendar; solicited feedback from the President's Office, Academic Affairs, Student Affairs, Deans, Chairs, ECUS, SCC, and University Senate; revised the calendar based on feedback; endorsed the calendar; and archived the calendar. A concern was raised about the University Curriculum Committee time at 1:00 when faculty are teaching.
 - Complete: The work group completed its task.
 - Follow Up: A work group will be needed to draft the 2022-23 Governance Calendar.
- *The Diversity Equity and Inclusive Policy Committee (DEIPC) Work Group*
 - Members: David Johnson, Alex Blazer and Catherine Fowler
 - Work: Proposed the bylaws changes that would establish the creation of a new "Diversity Equity and Inclusive Policy Committee (DEIPC)" standing committee, adjusted committee compositions and amended
 - Complete: The work group completed its task.
 - Follow Up: The bylaw changes will have to be reviewed next year to assess if some adjustments or corrections will have to be made.

Committee Reflections:

- *Workgroups:* The workgroup model for an annual ECUS tasks requiring extensive deliberation is working very well.
- *ECUS Meetings:* ECUS meetings were consistently efficient this year.

- *ECUS/SCC Meetings*: ECUS/SCC meetings had robust discussions on issues affecting the campus community. Collaborating and consulting with Standing Committee Chairs on key decisions generated forward momentum.
- *Consecutive Meetings*: Having ECUS and ECUS/SCC meet consecutively at 2:00 and 3:30 respectively continues to work well. The PO should continue to be conscientious about which agenda topics are for ECUS and which are for ECUS/SCC. The POE report and the SCoN report often overlap as the POE chairs SCoN.
- *ECUS/SCC Meetings by Webex*: Due to COVID-19 all the meeting for this annual year took place via Webex. This posed new challenges that had to be overcome.

Committee Recommendations:

Recurring Items: These are 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 for 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) of and welcome to first-time university senators

Continuing Consideration Topics:

- Electronic Presence of the University Senate – continue test-driving, consider publishing governance calendar to 25Live
- University Senate Budget and Foundation accounts (how they are used)
- 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.
- Consult with Legal Affairs/Compliance Officer regarding compliance language on the Policy Template
- Review current practices of and recommend best practices for the maintenance of the Policies, Procedures and Practices Manual, specifically regarding, first, the creation of an annually released pdf version of the manual and, second, incorporating notations regarding who, when, and why updates to the manual are made.
- Review the new governance retreat format and venue.
- Review University Senate archival processes (senate.gcsu.edu, us.gcsu.edu, and minutes.gcsu.edu), and explore the possibility of consolidation.

Recommend items for consideration at the governance retreat:

- Provide the university senate handbook and other pertinent university senate documents electronically (.pdf), and not physically with 3-ring binders
- Breakout session by committee for committee officer elections and time to set tentative agenda, operating procedures
- Mock university senate meeting session is a good orientation to how a university senate meeting is conducted
- Continue to invite all members of the university senate committees, not exclusively university senators
- Continue online registration
- Venue: The Club at Lake Sinclair proved to be a useful and accommodating venue for the retreat for the pre COVID-19 environment. During COVID-19 Webex was a good tool to facilitate the retreat. The Club will be closed on Mondays in 2022. The venue selected is the Methodist Church, and there is no charge for use.
- Half Day: The shortened retreat length made more efficient use of senate members' time, without compromising on the needed orientation, planning, and deliberation.

- Try to minimize or eliminate possible conflicts with other events (schedule around assessment, common book meetings, department and college meetings, etc.)

2021-2022 ECUS OPERATING PROCEDURES

Endorsed by ECUS at its August 9, 2021 meeting (by email)

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.

2021-2022 Annual Report, FAPC

Officers:

Sabrina Hom, Chair

Katie Stumpf, Vice-Chair

Justin Adeyemi, Secretary

Committee Charge:

V.Section2.C.3.a Membership. The Faculty Affairs Policy Committee shall have no fewer than eleven (11) and no more than thirteen (13) members distributed as follows: no fewer than nine (9) and no more than eleven (11) members selected from the Corps of Instruction faculty, at least seven (7) of whom are elected faculty senators, one (1) member who is the Chief Academic Officer or an individual appointed by the Chief Academic Officer to serve as a designee in compliance with V.Section2.C, and one (1) member appointed by the University President in compliance with II.Section1.A.5.

V.Section2.C.3.b Scope. The Faculty Affairs Policy Committee shall review and recommend for or against policy relating to faculty welfare (e.g. authorities, responsibilities, rights, recognitions, privileges, and opportunities), which includes, but is not limited to, policies relating to academic freedom, workload, compensation, recruitment, retention, promotion, tenure, recognitions, development, and instructional support. This committee also provides advice, as appropriate, on procedural matters that affect the welfare of the faculty.

Committee Calendar:

9/3, 10/1, 11/5, 1/7, 2/11, 3/4, 3/11 (ad hoc meeting to discuss evaluation policy revisions), 4/8

Executive Summary:

The committee recommended three policy revisions. The most significant was a revision to faculty evaluation policies throughout the PPPM, made necessary by the revisions of USG policy around post-tenure review and evaluation which occurred in the fall of 2021. We also made revisions of the policy on faculty appointments, to ensure compliance with accreditation requirements, and simplified the extant research misconduct policies (by reaffirming the most robust extant policy and superseding the others) in order to ensure compliance with Federal research policy. The committee also passed resolutions to request greater local autonomy for the university in the area of mask mandates, and to request that the Board of Regents slow their process on the evaluation policy revisions in order to give a full hearing to faculty concerns and insights. The committee also addressed issues around evaluations of teaching effectiveness, pay for part-time faculty, and the possibility of an ongoing salary study.

Committee Membership and Record of Attendance:

Member	9/3	10/1	11/5	1/7	2/11	3/4	3/11	4/8
Adeyemi, Justin	P	P	P	P	P	P	R	P
Biyogmam, Guy	P	P	A	A	P	A	P	P
Blumenthal, Robert	P	P	P	P	R	P	P	P
Clark, Chris	P	P	P	P	P	R	R	R
Edmonson, Hank	P	P	P	P	R	R	P	R
Folk, Jessie	P	P	P	*	*	*	*	*
Hom, Sabrina	P	P	P	P	P	P	P	P
Knox, Julian	P	A	A	P	P	A	P	P
Mizelle, Nancy	P	P	P	P	P	P	P	P
Rudkevich, Gennady	P	P	P	P	P	P	P	P
Smith, Christina	P	P	P	P	P	P	P	R
Stumpf, Katie	P	P	P	P	P	P	P	P
Swinton, John	*	*	*	P	P	P	P	P
Winn, Sheryl	P	P	P	P	P	P	P	P

*Jessie Folk served in John Swinton’s stead during his sabbatical.

Motions brought to the Senate floor:

[2122.FAPC.005.P] Motion to revise institutional faculty evaluation policies and procedures

[2122.FAPC.004.P] Motion to revise the Policy on Research Misconduct

[2122.FAPC.003.P] To revise the Qualifications for Faculty Appointments in the Faculty Handbook

[2122.FAPC.002.R] Motion to request local campus authority to require masks in the classroom

[2122.FAPC.001.R] Request for Board of Regents to Permit Necessary Discourse and Study of its Proposed Changes to (1) Procedures for Dismissal of Faculty Members, (2) Institutions’ Authority to Grant Tenure, & (3) Post Tenure Review & Annual Review Standards/Process

Other Significant Deliberation (Non-Motions):

- Evaluation of teaching effectiveness. The committee reviewed extensive research showing that student ratings are a poor-quality, often biased tool that mostly reflect “customer satisfaction” and expected grades. Some form of student survey is required by BOR policy, but many faculty expressed an interest in replacing the current survey with a more straightforward, brief factual survey. When discussing alternatives, we discovered that GC policy already requires that alternative means of assessment be used to

supplement the SRIS. An extensive survey of chairs (performed mostly by Dr. Blumenthal via the Council of Chairs) indicates that, while some chairs are out of compliance with this policy, many are engaged in diverse and thoughtful evaluation practices. The sense of the committee at the end of the semester was that 1) given the diversity of high-quality practices, this is likely not a policy issue, as there is no need to impose more stringent policy guidelines on chairs; 2) that there is a place for further research and support to ensure that all chairs are in compliance and to assist in the development of high-quality measures across the board. This might take the form of an ad-hoc committee with the involvement of Jim Berger in CTL; 3) since robust alternatives exist, it might be possible to simplify the existing SRIS now.

- Related to the above discussion, a constituent queried the committee as to whether the existing language on faculty evaluations could be made more specific re: what chairs should and should not take into account when assessing teaching effectiveness. The committee felt that flexibility is necessary to allow chairs the scope to do their jobs well according to their judgment.
- Pay for part-time faculty varies across the university, but it is very low and in many cases has not changed in decades. Some departments expressed particular concern about their ability to hire PTF at given rates for needed classes. This issue originally came to the committee with the request for a salary study of part-time faculty (though given the fact that many ptf are commuting long distances from Atlanta or Athens, it is not clear that GC could compete if we were paying the same rates as schools in those locales.
- While discussing part-time faculty pay, it emerged that the faculty salary study—originally designed, by the volunteer faculty investigators, to be repeated annually with updated data—would not be replicated by our new VP Finance, Mr. Fruitticher. We spoke with Mr. Fruitticher in committee to emphasize that the faculty have a strong interest in tracking salary data, and in doing so in-house when possible (since outside studies are very expensive and have a history of failure), and he agreed to review the previous salary study with Dr. Swinton.
- It was requested that the committee review the Progressive Discipline policy, though we did not have time this year.

Ad hoc committees and other groups:

None

Committee Reflections:

The members of this committee have been exceptionally hard-working and engaged.

Committee Recommendations:

Next year, the committee must address a loose end from the faculty evaluation policy revisions: GC has never had a policy to allow for clock pauses for Post-Tenure Review, but now that Post-TR includes the possibility of “remedial action” such as termination and revocation of tenure, it is a high priority that we implement a clock stoppage policy for faculty with extenuating circumstances. Such a policy could be modeled on a number of tenure-clock stoppage policies that exist in the USG system. This is a priority that should be addressed immediately in the Fall.

The committee will need to check in with M. Fruitticher to followup on our interests re: the continuation of the salary study and the possibility of adding part-time faculty. The part-time faculty pay issue is both vexing and localized. It will be best addressed with input from both administrators and the chairs of the departments most impacted by shortages (esp. Music), ideally in conversation with one another.

Next year's committee will need to review the faculty evaluation issue and determine whether there is continued interest in the suggestion of an ad-hoc committee on the subject, or other approaches.

The committee should meet with Carol Ward or a designee from HR to discuss the Progressive Policy document. At the least, the document should be revised to address confusing numbering discrepancies between the punishments listed on the first and subsequent pages. It may also be necessary to clarify that, for more serious repercussions such as termination, faculty are covered by more extensive policies which provide due process protections (See Board of Regents Policy Manual 8.3.7.9)

Recommend items for consideration at the governance retreat:

See above; the committee should start researching clock stoppage policies as soon as possible. Evaluation of teaching effectiveness should also be discussed, since most meaningful interventions would need to start early in the academic year.

Appendix: Committee Operating Procedures

2021-2022 FAPC OPERATING PROCEDURES

Procedures include informal discussion process. All official votes will follow Robert's Rules of Order.

Relevant University Senate Bylaws

WHO IS ON FAPC? V.Section 2.C.3.a. **Membership.** *The Faculty Affairs Policy Committee shall have thirteen (13) members distributed as follows eleven (11) members selected from the Corps of Instruction faculty, at least seven (7) of whom are elected faculty senators, one (1) member who is the Chief Academic Officer or an individual appointed by the Chief Academic Officer to serve as her/his designee in compliance with V.Section 2.C, and one (1) member appointed by the University President in compliance with II.Section I.A.5.*

WHO ARE VOTING MEMBERS OF FAPC? IV.Section 4. **Committee Service and Voting.** *All members of the University Senate shall have at least one University Senate committee assignment. Faculty, staff, administrators and students who are not members of the University Senate may be nominated to University Senate committees if the Subcommittee on Nominations deems that appropriate. **Committee members who are not members of the University Senate shall be afforded all rights of committee membership, including voting unless explicitly designated as a non-voting member of the committee in these bylaws, but shall have none of these rights in the University Senate.***

WHAT DOES FAPC CONSIDER? V.Section2.C.3.b. Scope *The Faculty Affairs Policy Committee shall be concerned with policy relating to faculty welfare (e.g. authorities, responsibilities, rights, recognitions, privileges, and opportunities), which includes, but is not limited to, policies relating to academic freedom, workload, compensation, recruitment, retention, promotion, tenure, recognitions, development, and instructional support. This committee also provides advice, as appropriate, on procedural matters that affect the welfare of the faculty.*

WHAT ARE UNIVERSITY SENATE FUNCTIONS? I.Section2. *The University Senate exists to promote and implement effective shared governance at the university. It is expressly charged with recommending academic and institutional policy. **In addition to its policy recommending responsibility, the University Senate serves in an advisory role to the administration,** particularly in the implementation of policy or improvement of processes that have broad institutional impact or implications, including but not limited to planning and budgetary processes. **The University Senate strives to be mindful and respectful of matters that are more appropriately handled at the divisional, college, and department levels, but may make recommendations concerning matters within these areas that have broader institutional impact or implications.***

WHAT ARE COMMITTEE FUNCTIONS? V.Section2.C. Standing Committees. *These committees shall **have the following three functions** (a) develop recommendations for new policy, (b) develop recommendations that revise existing policy, and (c) serve in advisory role, each applied in a manner consistent with the purposes and powers of the University Senate expressed in Article I. The inclusion of an appropriate chief division officer or designee is to improve committee effectiveness through communication and coordination with an appropriate administrator who has authority and responsibility for policy implementation in the general area addressed by the committee.*

COMMITTEE ANNUAL REPORT IV.Section 2. Reports. *The committees listed in V.Section2.A.1 shall constitute the standing committees of the University Senate. Each standing committee and the Executive Committee **shall present a comprehensive, written, annual report in an appropriate format** to the Executive Committee. This report shall include a summary of the major items considered by the committee during the academic year and the disposition of each. The Executive Committee shall set a due date and the format of these reports in consultation with the standing committee chairs and these reports shall be posted with the minutes of the last University Senate meeting of the academic year.*

OPERATING PROCEDURES III.Section 1. *The University Senate shall discharge its responsibilities through a system of standing committees elected by and directly responsible to the University Senate. These standing committees shall **establish their own operating policies and procedures** consistent with these bylaws and the University Statutes. These must be filed with the Executive Committee and updated as needed.*

MEETINGS, CALL, NOTICE, QUORUM

IV.Section 6. Meetings. *The standing committees, as listed in V.Section2.A.1, shall meet as needed throughout the year, including recesses between academic semesters, to facilitate the functioning*

of the University Senate. **The governance calendar designates meeting times for the standing committees throughout the academic year.**

IV.Section6.A. Call. In addition, **a meeting shall be called** by the standing committee chair within ten (10) calendar days of receiving a written request, which must include specification of the proposed purpose for such a meeting, from either (1) the Executive Committee or (2) at least twenty percent (20%) of the membership of the standing committee. **A meeting of a standing committee also may be called by** the University President, the Presiding Officer of the University Senate, or the chair of the standing committee. Individuals calling such a meeting should apply this responsibility judiciously, in particular, for a meeting scheduled during a recess between academic semesters.

IV.Section6.B. Notice. **Written notice of any meeting of a standing committee shall be distributed to every member of the standing committee** by the individual calling the meeting and made accessible to members of the University Senate at least three (3) calendar days prior to the meeting. Such notice shall include the date, time, location and agenda for the meeting.

IV.Section6.C. Quorum. A majority of the standing committee membership shall constitute a quorum.

Committee Operating Procedures A summary of the standard operating procedures used to conduct business during the year.

- First and foremost the Faculty Affairs Policy Committee is a team and not a set of individuals. To realize this philosophy, we endorse the following
- Communicate openly and candidly with each other without judgment or repercussion – holding back constructive criticism weakens the team
- Resist communicating on behalf of the committee without consultation even if the item feels like a “no-brainer”
- After committee consultation, copy the entire committee if/when you communicate on its behalf
- All FAPC members share responsibility to seek out and identify concerns of broad institutional impact within FAPC scope (Article V, Section 2.B.2) **The Chair**
- **Bylaws Responsibilities**
 - o Presents committee report to University Senate at scheduled University Senate meetings (Article II, Section 3.A.3)
 - o Submit such reports to University Senate Secretary in appropriate format for minutes
 - (Article II, Section 3.I)
 - o Transfer committee records to the following year's committee (Article IV, Section 3.B)
 - o Meet regularly with the Executive Committee and other chairs to facilitate communication (Article V, Section 1.C.14)
 - o Serve on the Subcommittee on Nominations (Article V, Section 1.D.1.a)
 - o Be notified by a committee member who is going on extended leave (Article II Section 3.H)
 - o Be consulted by ECUS on due date and format of comprehensive annual report of committee (Article IV, Section 2)
- **Other Responsibilities**
 - o Record notification of regrets prior to a scheduled committee meeting
 - o Presides at committee meetings
 - o Drafts (in consultation with the committee) the tentative agenda for committee meetings
 - o Distributes each tentative agenda to the committee via email prior to the committee meeting

- Scheduling (in consultation with committee) meeting rooms, times, and dates for committee meetings
- Entering committee motions proposed for University Senate consideration into the online motion database
- Advertising committee meeting times and meeting agenda to the university community
- Others as defined/assigned by the committee

The Vice-Chair

- Bylaws Responsibilities ○ None
- Other Responsibilities ○ Assumes all duties and responsibilities of the chair in the absence of the chair
- Others as defined/assigned by the committee

The Secretary

- Bylaws Responsibilities ○ Provide minutes of each meeting to the Secretary of the Executive Committee as well as post the minutes electronically within eight (8) calendar days of the meeting. This would include minutes of any subcommittee or ad hoc committee that reports to it. (Article V, Section 2.B.3)
- Other Responsibilities ○ Be contacted by committee members extending regrets prior to a scheduled committee meeting
 - 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

Agenda The agenda of committee meetings is set by the following process.

- At the conclusion of each meeting, any committee member can propose an item for inclusion on the tentative agenda.
- A tentative agenda for the meeting is drafted by the committee chair in consultation with the committee members.
- This tentative agenda is sent to the committee members by the committee chair at least 7 days in advance of the meeting.
- This tentative agenda includes all available supporting documents for items to be considered by the committee.
- The tentative agenda is finalized by the committee at the outset of the meeting immediately following the call to order. **Communication Tools**
- Committee email list fapc@gcsu.edu
- Committee web presence <http://senate.gcsu.edu/content/faculty-affairs-policy-committee>

Deliberation

- Advisory Matters (Committee workgroup requesting committee guidance, advisory function of the committee) ○ Deliberation is informal until there is a motion for committee consideration in which case Robert's Rules apply.
- Policy Matters (Committee deliberation on a draft policy proposed for recommendation for University Senate consideration) ○ Robert's Rules apply meaning a main motion (to

recommend the policy for consideration by the University Senate) is made and committee deliberation proceeds with a vote determining committee disposition of the motion.

Duration

- 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.

Minutes The minutes of the committee shall be drafted by the following process.

- The committee secretary shall keep notes of the meeting.
- The committee secretary may request clarification from the committee at any point in the meeting.
- Immediately prior to adjournment of any meeting, the committee secretary shall have the opportunity to seek clarification on any matter to inform preparation of meeting minutes.
- The secretary shall prepare a draft of the minutes for committee review in consultation with the committee officers.
- This draft of the minutes is circulated to the committee for review prior to posting.
- The committee members shall have a minimum of two business days to review the minutes.
- If suggested revisions are offered, the revised minutes are again distributed to the committee for review.
- The minutes are posted in compliance with the university senate bylaws timeline (within 8 calendar days of the meeting).
- Except for the minutes of the final meeting of the academic year, the previous meeting minutes are an item on the agenda.

Parliamentary Authority

- The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Faculty Affairs Policy 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 Faculty Affairs Policy Committee may adopt.

Quorum

- A majority of the committee membership shall constitute a quorum. (Article IV, Section 6.C)

Voting

- Voting Members Each of the thirteen members listed in the University Senate bylaws is a voting member of the committee.
- Voting Threshold 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.
 - Unless otherwise determined by the committee in advance of the vote, a majority vote is necessary for committee approval
 - The voting threshold for adoption of a matter to be considered by the committee may be amended by a majority vote.

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 is considered. Any such revision(s) that are approved are effective immediately following the committee vote.

Committee Name: Resources, Planning, and Institutional Policy Committee (RPIPC)

Academic Year: 2021-2022

Committee Charge:

V.Section2.C.5.a. Membership. The Resources, Planning, and Institutional Policy Committee shall have no fewer than thirteen (13) and no more than fifteen (15) members distributed as follows: no fewer than six (6) and no more than eight (8) members selected from the Corps of Instruction faculty, at least four (4) of whom are elected faculty senators, three (3) members who are selected staff senators, one (1) member who is the Chief Business Officer or an individual appointed by the Chief Business Officer to serve as a designee in compliance with V.Section2.C, one (1) member who is the Chief Information Officer or an individual appointed by the Chief Information Officer to serve as a designee, one (1) member who is a student appointed by a process determined by the Student Government Association, and one (1) member appointed by the University President in compliance with II.Section1.A.5.

V.Section2.C.5.b. Scope. The Resources, Planning, and Institutional Policy Committee shall review and recommend for or against policy relating to non-instructional personnel (including administrative personnel) and institutional budget and planning functions, which includes, but is not limited to, policies relating to recruitment, hiring, evaluation, welfare and development as well as compliance with local, state, and federal guidelines (e.g. affirmative action, ADA, homeland security), and institutional support functions of the university (e.g. technology, parking). In addition, this committee shall review and provide advice on master planning, strategic planning, and budgeting processes and provides advice, as appropriate, on other procedural matters that affect the general welfare of the institution and its employees.

Committee Calendar:

July 31, 2020; August 10, 2020; October 2, 2020; January 8,2021, February 12, 2021, March 5, 2021, April 9, 2021.

Executive Summary:

The RPIPC had an active 2021-2022 period, which saw discussion on the following issues:

- 1. COVID-19 messaging on campus. In what would now be recognized as the final upheaval of COVID-19 on campus, the committee was asked to discuss the adequacy of current measures on campus for vaccination, mask wearing and sanitation by students and faculty. The committee concluded with a recommendation to ECUS & senate that the university be consistent with messaging and ensure that the current messaging was visibly placed throughout the campus facilities.*
- 2. ADA accommodation and progress on the university campus. The committee request leadership from facilities and reservation as well as conducted a survey of building managers to get stakeholder input. The committee was satisfied that the university is up to date in most instances on ADA accommodations and made recommendation for more effective communication in buildings and website as to what accommodations exist.*
- 3. 25-Live workflow issues remained a contentious issue but was discussed and information given that the current software has limitations which is compounded by staffing. The committee was unable to meet with key personnel for reservation management and tabled the issue. The committee also discussed technology and equipment needs in the classroom and made recommendation through the CIO for a technology needs survey be done through academic affairs.*
- 4. OneUSG benefits Enrolment System Tobacco Surcharge. This matter was discussed over two meetings to address the issue of employee's responsibility to complete relevant selection related to Tobacco surcharge during open enrolment and reimbursement where tobacco surcharge was incorrectly applied. The committee heard from Human Resources which provided detailed response to suggest that employees are adequately appraised and support during open enrolment and that the USG does have standard process and procedure for reimbursement of incorrectly applied surcharge fees.*
- 5.Default Term Section in PAWS. It was brought to the committee's attention that the default term selection in PAWS is one year ahead of the current term. This matter was addressed to the CIO who provided information to*

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suggest that the changes are both technically impossible at the university level and contentious in terms of selecting the best suited default term to appear in the system.

Committee Membership and Record of Attendance:

COMMITTEE OFFICERS DAMIAN FRANCIS – CHAIR, BRAD FOWLER – VICE-CHAIR, RODICA CAZACU - SECRETARY

Members: Damian Francis (S), Rodica Cazacu(S), Brad Fowler(S), John Jackson(S), David Weese(S), Megan Frazier Steele(S), John Donaldson(S), Leng Ling (S), Kell Carpenter(S), Jen Yearwood, Susan Kerr, Lee Fruitticher, Amber Collins, Ashley Banks., Emma Humphries.

AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:

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

Meeting Dates	Sept. 3, 2021	October 1, 2021	Nov. 5, 2021	January 7, 2022	February 11, 2022	March 4, 2022	April 1, 2022
Damian Francis(S)	P	P	NM	P	R	email	NM
Brad Fowler(S)	P	P	NM	P	P	email	NM
Rodica Cazacu(S)	P	A	NM	A	A	email	NM
Lee Fruitticher(S)	P	R	NM	R	R	email	NM
Kell Carpenter(S)	A	P	NM	P	P	email	NM
Leng Ling(S)	P	P	NM	P	R	email	NM
David Weese(S)	P	P	NM	P	P	email	NM
Susan Kerr	P	R	NM	P	P	email	NM
Amber Collins	A	P	NM	A	P	email	NM
John Donaldson	P	P	NM	P	P	email	NM
Megan Frazier(S)	A	A	NM	A	A	email	NM
John Jackson(S)	P	P	NM	P	P	email	NM
Jen Yearwood	A	A	NM	A	A	email	NM
Emma Humphries	P	P	NM	A	A	email	NM

Motions brought to the Senate floor:

None.

Other Significant Deliberation (Non-Motions):

The committee decided to invite Shea Grobener and David Anderson to our next meeting to discuss improving accessibility to buildings on campus. The focus would be on making restroom entrance and use disability friendly.

The committee agreed to have Dr Francis draft a recommendation for their consideration for submission to ECUS and senate on the consistent and university wide messaging for encouraging students to get vaccinated, wear masks and sanitize hands and personal space.

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To include as an agenda item for discussion at our next meeting the current issues related to 25 live and workflow for staff in departments affected by recent retirement. The committee shared that institutional memory may be affected which results in issues such as being experienced with 25 live.

The committee invited Frank Baugh, Assistant VP of facilities management, and Shea Groebner to discuss ADA accessibility of campus buildings. They reported 100% compliance to ADA campus wide. Historicity to be considered in addition to accessibility.

Action required: RPIPC has asked Facilities Management to provide a campus resource for Campus accessibility. The committee discussed the challenges with 25 Live. The committee decided to invite Lisa Castillo to our next meeting to contribute to the discussion on barriers and challenges to platform. The was subsequently tabled due to unavailability of Lisa Castillo.

The committee discussed technology and equipment need in the classroom. It was reported by our CIO the cost involved in equipping each classroom with state-of-the-art technology. It was noted that the technology is not always utilize in the spaces that they are provided. The recommendation was made that a technology needs survey through academic affairs be sent to Dean for Departments. This route was preferred opposed to faculty level survey to ensure responses at the departmental level. It was felt that the results of this survey will be a cost saving venture for the university.

RPIPC discussed OneUSG benefits Enrolment System Tobacco Surcharge and the following summary statements were agreed upon by the committee

1. *The RPIPC feels that enrolment and benefits for health insurance is a personal responsibility for each employee. It is there the right and responsibility of each employee to complete relevant selection related to Tobacco surcharge during open enrolment. The RPIPC does not see a problem with the current opt out model which is used by OneUSG.*

2. *The RPIPC is aware of challenges in the selection process particularly for lower wage earning groups and suggests the following, subject to input from HR RPIPC representative. GCSU HR adjust onboarding process top assist faculty and staff with completion of benefits selection during open enrolment. These adjustment should include but no limited to equal access to technical resources such as computers, HR counselling, educational support workshops and drop-in sessions during employee workday.*

3. *The RPIPC shall consider preparation of a motion that a process be established by the USG to process refund to those employee who have been charged a tobacco surcharge in error; and that this process be advertised to all potentially impacted employees of the USG.*

After our initial discussion, Human Resources was invited to give details on the matter.

Committee member Amber Collins explaining the efforts that HR takes to help GCSU employees to navigate the open enrollment period. This includes setting up help sessions for the employees in the Facilities Department. HR and the USG has several interventions aimed at getting employees to complete tobacco surcharge requirements before the open enrolment period ends. This includes a grace period after the closing of open enrollment. Amber also addressed how mistakes by the USG are handled after open enrollment. If an employee discovers a mistake in their tobacco surcharge selection, the USG will correct it for future paychecks. She strongly urged that all employees check their paystubs each pay period. The committee was fully satisfied with the way in which these concerns were addressed.

We took up the issue of default term selection in PAWS. Committee member Susan Kerr agreed evaluate the current default settings and report at the next meeting. She explained that there are some systems that IT is the technical owner but not the functional owner. In cases like this, they need to get functional owner's approval before any changes can be made. Susan believes that the Registrar's Office (Kay Anderson) is the functional owner of this system. She will provide findings at the next meeting.

The following information was provided to the committee by email from Susan Kerr

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A change in the default term selection in Banner cannot be done. Banner does not offer this natively, so the only way we could potentially do it is by making a change to Banner itself. Those types of modification must be approved at the USG level, and then we would have to find a way to script it to override the default. Neither of these is a small task and given the USG's recent announcement concerning changes to systems, I do not think it would ever be approved.

If we could work around the first challenge, the second obstacle would be determining what the default term should be. While faculty members are often looking at the current term, students are usually looking at the next term. And at some point, faculty are looking at the next term as well. So determining what the default should be would always be a bit of a controversy.

Ideally, we could at least hide some of the terms. But even that does not seem possible, either with native Banner options or by obtaining USG approval to create a modification. I hope this provides more detail as to why I responded that changing the default cannot be done.

Ad hoc committees and other groups:

None

Committee Reflections:

The committee dealt with a wide breadth of issues albeit none resulted in a motion to the senate floor. The committee made several recommendations and provided information to the university community to clear up misconceptions and ambiguity around issues such as OneUSG tobacco surcharge, disability access, default term selection in PAWS, and COVID-19 messaging. Collegiality and contribution were very good from all committee members and most of our meetings were in person.

Committee Recommendations:

We decided to leave a recommendation for the next academic year RPIPC to review the mandate and scope of RPIPC to most efficiently and effectively make a contribution to the university committee. The committee did not take up the issue of part-time faculty pay.

Recommend items for consideration at the governance retreat:

This committee may like to consider the following items:

- *part-time faculty pay*

Appendix: Committee Operating Procedures

RPIPC 2021-2022 OPERATING PROCEDURES

The RPIPC charge can be found at:

<https://senate.gcsu.edu/committee/rpipc>

and minutes of previous meetings can be found at:

<http://minutes.gcsu.edu/resources-planning-and-institutional-policy-rpipc>

1. Member Responsibilities.

The members of RPIPC are a team and as such must be able to trust that all members operate for the good of the University, the Senate, and RPIPC. Members will be responsible for periodically assessing the committee's performance and, if determined that improvements are necessary, shall make them. Members should:

- Attend and participate in scheduled meetings, and extend regrets when unable to do so
- Communicate openly and candidly with each other -- holding back constructive criticism weakens the team
- Resist communicating on behalf of the committee without consultation even if the item feels like it is obvious and embraced by all
- After consultation, copy the entire committee as you communicate on its behalf
- Seek out and identify agenda items for discussion
- Take a leadership role for issues when appropriate

2. Committee Officer responsibilities

Chair

- Draft, in consultation with the committee, the tentative agenda for committee meetings
- Distribute each tentative agenda to the committee along with supporting documents
- Advertise committee meeting times, locations, and meeting agenda to the university community
- Preside at committee meetings
- Present the committee report to ECUS-SCC and University Senate meetings
- Enter committee motions proposed for University Senate consideration into the online motion database
- Other duties as defined/assigned by the committee

Vice-Chair

- Assume all duties and responsibilities of the chair in the absence of the chair
- Other duties as defined/assigned by the committee

Secretary

- Draft, in consultation with the committee, minutes for committee meetings

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- Circulate minutes to the committee and update with suggested edits
- Post committee minutes in a manner consistent with University Senate protocol after the minutes have been reviewed by the committee – including any amendments made because of the review
- Other duties as defined/assigned by the committee

Standard monthly meetings, Fall 2021-Spring 2022– 2:00-3:15pm in person at Beeson 313. In the event of updated pandemic or other emergency, members may request to join online. Ad-hoc meetings may be held as requested by the University. These meetings may be held by email discussions and documented for archives.

- September 3, October 1, November 6, January 7, February 11, March 4, April 8.

3. Communication, quorum, and voting

- Communicate via the RPIPC@list.gcsu.edu E-mail list, or email distribution list, with the 72-hour rule – a member of the committee has 72 hours to respond to an issue/proposal to confirm receipt and communicate approval or share constructive suggestion. The absence of a response within 72 hours indicates approval.
- Electronic voting methods may be used to approve committee minutes and to make committee decisions. Such methods shall be exercised judiciously and used primarily for decisions that are time- sensitive.
- Notify the committee chair (damian.francis@gcsu.edu) and the secretary (rodica.cazacu@gcsu.edu) to extend regrets at least 15 minutes prior to scheduled committee meetings.

A majority of the committee membership (50% plus 1) shall constitute a quorum (Article V, Section 1.B). Unless otherwise determined by the committee in advance of the vote, a majority vote is necessary for committee approval. In all committee votes taking place during a meeting, the voting threshold is applied to the number of voting members present at the time of the vote assuming the presence of a quorum.

4. Agenda

- A tentative agenda for the next meeting RPIPC is drafted at the end of the monthly meeting, and briefly reviewed by the entire committee before adjournment whenever possible. The chair will put out an additional call for agenda items prior to each meeting, and members can suggest items on their own to the chair.
- Agenda items will be prioritized by relative importance, keeping time sensitivity in mind.
- The tentative agenda is distributed by the committee chair to committee members well in advance of the meeting, with links to relevant documents in the shared file. Input is sought from committee members on both the agenda and the documents.

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- The final agenda is sent to the committee with supporting documents as early in the week as possible (the week of meeting) and posted on the senate website.

5. Documents

- Documents that require review, revision, or action by the committee will be placed in an electronic shared folder in advance of the meeting, to invite feedback and/or revision
- Committee members are asked to read/respond to such documents in advance of the meeting whenever possible.
- Unless requested of the committee chair, or in a case where the document has not been previously distributed, members will bring their own copies of all documents to meetings.

6. Minutes

- Within a week of the meeting, the secretary will notify committee members when drafts of RPIPC minutes are placed in the shared file.
- Members are asked to review the minutes and provide input and/or corrections to the secretary.
- Minutes will be approved by electronic vote within 2 weeks of the meeting.
- Approved minutes will be posted on the Senate Website by the Secretary.

7. Flow of Meetings

- In addition to the usual agenda items for a committee meeting, each member will have an opportunity to present issues raised by his or her constituency for possible consideration, and share information on situations where the member talked to others about the work of RPIPC.
- At the end of the meeting, the Secretary will have a chance to clarify any item for the minutes.

8. Parliamentary Authority

- The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the 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 the committee may adopt.

9. Deliberation

- Advisory Matters (Committee workgroup requesting committee guidance, advisory function of the committee): deliberation is informal until there is a motion for committee consideration, in which case Robert's Rules apply

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- Policy Matters (Committee deliberation on a draft policy proposed for recommendation for University Senate consideration): Robert's Rules apply, meaning that a main motion to recommend the policy for consideration by the University Senate is made, and committee deliberation proceeds with a vote determining committee disposition of the motion.

10. Amendment

- These committee operating procedures may be amended by a majority vote at any scheduled committee meeting, or by electronic vote, provided that committee members receive written notification in advance of the meeting at which the proposed revision is considered, or adequate information is supplied to members with a call for an electronic vote. Any such revision(s) that are approved are effective immediately following the committee vote.

Template of University Senate Committee Annual Report

Due Date: Submit in MSWord format to senate@gcsu.edu no later than 5:00 p.m. on Monday 2 May 2021

Note: This report should represent consensus of the entire committee and serve as a historical record of committee deliberations over the academic year.

Committee Name: Student Affairs Policy Committee

Academic Year: 2021-2022

Committee Charge:

V.Section2.C.4.b. Scope. The Student Affairs Policy Committee shall be concerned with policy relating to the general social, cultural, and practical welfare of students, which includes, but is not limited to, policies relating to non-academic areas such as conduct and discipline, grievances and non-academic appeals, financial aid, human services for students (e.g. health center, counseling), organizations, awards, intercollegiate athletics, and other extracurricular activities (e.g. Greek life, residence life, intramurals). This committee also provides advice, as appropriate, on procedural matters that affect the general social, cultural, and practical welfare of the students.

<https://senate.gcsu.edu/committee/sapc>

Committee Calendar:

8/10/21 Online via Zoom

9/3/21 Online via Zoom

10/1/21 Online via Zoom

1/7/22 Online via Zoom

2/11/22 Online via Zoom

3/4/22 Online via Zoom

4/8/22 Online via Zoom

Executive Summary:

This year SAPC assisted SGA with several concerns which included mental health and resilience of students, LGBTQ+ inclusion concerns, and campus safety concerns. The GC mental health assessment was discussed and Tom Miles provided information about access to mental health care and the GC mental health initiative. Melissa Gerrior attended a SAPC meeting and discussed systems and initiatives in place to support the LGBTQ+ community such as JED Foundation, Star Alley, RISE, GC -preferences in emails and course rosters. Kay Anderson and Susan attended April meeting and discussed how name preferences are honored and the process to get preferred names on rosters and email. Molly Robbins discussed making and placing information cards in the HUB.

Committee Membership and Record of Attendance:

Gail Godwin-Chair

Gregory Glotzbecker

James Robertson SGA and sec.

Amy Pinney

Ruth Eiler

Tom Miles

Diana Young

Paulette Cross

Flor Bondal

Jack Howle

Kevin Blanch
Frank Richardson
Molly Robbins

Motions brought to the Senate floor:

None

Other Significant Deliberation (Non-Motions):

None

Ad hoc committees and other groups:

None

Committee Reflections:

SAPC assisted SGA with several concerns, however, we found that proper procedures and assistance were already in place. We found that dissemination of information to students may be a problem. Molly Robbins volunteered have cards made with name preference information placed in the HUB. Mental Health resources are available, but GC students prefer face to face counseling. We were informed that counseling services were in the process of hiring more counselors.

Committee Recommendations:

1. Follow up with SGA about placing information cards about name preference in the HUB. Also, this information could be made more visible on the GC website added to LGBTQ+ resources.
2. The committee policy that states that the SGA president should be this committee's secretary should be revisited. This year, even with intentional instructions, minutes were not completed.

Recommend items for consideration at the governance retreat:

None

Appendix: Committee Operating Procedures

A summary of the standard operating procedures used to conduct business during the year.

Annual Report

Committee Name: Sub-Committee on Nominations (SCoN)

Academic Year: 2021-2022

Committee Charge:

V. Section 1.D.2. *Duties.* The duties of the Subcommittee on Nominations shall include the following.

V. Section 1.D.2.a. *Executive Committee.* The Subcommittee shall nominate candidates to serve on the Executive Committee for approval by the membership of the University Senate in compliance with V. Section 1.A.

V. Section 1.D.2.b. *Standing Committees.* The Subcommittee shall nominate candidates to serve on the Standing Committees of the University Senate for approval by the membership of the University Senate in compliance with III. Section 2, IV. Section 4, V. Section 2.A.2, V. Section 2.A.4, and V. Section 2.C.

V. Section 1.D.2.c. *Subcommittees.* The Subcommittee shall nominate candidates to serve on any permanent subcommittees of the University Senate, with the exception of the Subcommittee on Nominations, for approval by the membership of the University Senate in compliance with III. Section 2, V. Section 2.A.3.a and V. Section 2.A.4.

V. Section 1.D.2.d. *Officers.* The Subcommittee shall nominate candidates to serve as the officers of the University Senate, specifically the Presiding Officer, the Presiding Officer Elect, and the Secretary, for approval by the membership of the University Senate in compliance with II. Section 4.A and II. Section 4.B.

V. Section 1.D.2.e. *Compliance Report.* The Subcommittee shall prepare a report that demonstrates that the composition of all committees complies with the requirements of these bylaws. Such a report shall be submitted to the Executive Committee when the initial committee recommendations are made and any time that changes are proposed to committee membership.

Committee Calendar:

The Subcommittee on Nominations (SCoN) conducted business via email and during ECUS/Standing Committee Chair (ECUS/SCC) Virtual Meetings.

Regularly scheduled meetings of ECUS with Standing Committee Chairs

<u>Date</u>	<u>Location</u>	<u>Time</u>
9/3/21	Webex meeting	3:30 pm
10/1/21	Webex meeting	3:30 pm
11/5/21	Webex meeting	3:30 pm
1/7/22	Webex meeting	3:30 pm
2/11/22	Webex meeting	3:30 pm
3/4/22	Webex meeting	3:30 pm
4/8/22	Webex meeting	3:30 pm

Executive Summary:

1. The SCoN drafted two motions for the revised slate of nominees for university senate officers (Secretary, Presiding Officer Elect), university senate committee members (APC, ECUS, FAPC, RPIP, SAPC, DEIPC) for review and vote at the following meetings:
 - a. Friday 17 Sep 2021 3:30p–4:45p Webex (University Senate)
 - b. Friday 21 Jan 2022 3:30p–4:45p Webex (University Senate)

2. At the Friday 22 Apr 2022 2:00p–3:15p 2021-2022 University Senate meeting, the SCoN held an election between two elected faculty senator nominees for Presiding Officer Elect: Nicholas Creel and Rob Sumowski. All virtual or in-person attending members of University Senate had the opportunity to vote by secret ballot using Qualtrics. Rob Sumowski was the nominee with the majority of votes and was named the Presiding Officer Elect for 2022-2023 University Senate.
3. For review and vote at the Friday 22 Apr 2022 3:30p–4:45p 2022-2023 Organizational Meeting, the SCoN drafted a motion for the slate of nominees for university senate officers (Secretary, Presiding Officer Elect), university senate committee members (APC, ECUS, FAPC, RPIPC, SAPC, DEIPC), and individuals who will serve as university senate representatives on university committees external to the university senate during the 2022-2023 academic year.

Sub-Committee Membership and Record of Attendance:

V.Section1.D.1. *Composition.* The Subcommittee on Nominations is a subcommittee of the Executive Committee whose members and chair are appointed by the Executive Committee.

Meeting Dates	2021-09-03	2021-10-01	2021-11-05	2022-01-07	2022-02-11	2022-03-04	2022-04-08	Present	Regrets	Absent
Alex Blazer <i>EFS, CoAS, ECUS Secretary</i>	P	P	P	P	P	P	P	7	0	0
Hauke Busch <i>EFS, CoAS, ECUS Chair Emeritus</i>	P	P	P	P	P	P	P	7	0	0
Cathy Cox <i>University President</i>	NA	NA	R	R	R	R	R	0	5	0
Steve Dorman <i>University President</i>	R	R	NA	NA	NA	NA	NA	0	2	0
Jennifer Flory <i>EFS, CoAS ECUS Vice-Chair</i>	P	P	P	R	P	P	P	7	0	0
Catherine Fowler <i>EFS, CoHS ECUS Chair</i>	P	P	P	P	P	P	P	7	0	0
Karl Manrodt <i>EFS, CoB ECUS Member</i>	P	P	P	R	P	P	A	5	1	1
Lyndall Muschell <i>EFS, CoE ECUS Member</i>	P	P	R	P	P	P	P	6	1	0
Lamonica Sanford <i>EFS, Library ECUS Member</i>	P	P	P	P	P	P	R	6	1	0
Costas Spirou <i>Provost</i>	P	P	P	P	P	P	P	7	0	0
Nicholas Creel <i>APC Chair</i>	P	P	P	P	P	P	P	7	0	0
Linda Bradley <i>DEIPC Chair</i>	P	P	P	P	P	P	P	7	0	0
Sabrina Hom <i>FAPC Chair</i>	P	P	P	P	P	P	P	7	0	0
Damian Francis <i>RPIPC Chair</i>	P	P	P	P	A	P	R	5	1	1
Gail Godwin <i>SAPC Chair</i>	P	P	P	P	R	P	P	6	1	0

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.

The chair of the SCoN, Jennifer Flory, was appointed by ECUS. The SCoN membership includes the following individuals:

- **Executive Committee**: Alex Blazer, Hauke Busch, Cathy Cox/Steve Dorman, Jennifer Flory, Catherine Fowler, Karl Manrodt, Lyndall Muschell, Lamonica Sanford, and Costas Spirou
- **Standing Committee Chairs**: Nicholas Creel (APC), Linda Bradley (DEIPC), Sabrina Hom (FAPC), Damian Francis (RPIPC), and Gail Godwin (SAPC)
- **Student Government Association President**: James Robertson
- **Staff Council Chair**: John Jackson

Motions brought to the Senate floor:

Motion Number	Motion Text	Senate Action
2122.CON.001.O	To endorse the revised slate of Senate nominees for the 2021-2022 senators and Senate committee members, as proposed by the supporting documents	Recommend to University President to Approve
2122.CON.002.O	To endorse the revised slate of Senate nominees for the 2021-2022 senators and Senate committee members, as proposed by the supporting documents	Recommend to University President to Approve
2122.CON.003.O	To endorse the Slate of Nominees for the 2022-2023 University Senate Officers and Committees as proposed in the supporting documents.	Recommend to University President to Approve

Other Significant Deliberation (Non-Motions):

- *Reviewing University-Wide Committees with Senate Representation*
 - We are unsure of the status of the following committees.
 - Enterprise Risk Management Task Force
 - Director of Internal Audit Stacy Mulvaney said to contact the President's Office.
 - Mary Beth Pennington said that Mark Pelton had been assigned committee chair and that he would reach out to Alex about committee composition after talking with the former committee.
 - Public Art Committee
 - The University Architect is supposed to be chair. That position remains vacant after the retirement of Michael Rickenbaker.
 - Per Mark Bowen: This is a conversation that has been elevated to the VP and Provost level for direction. At this time, I am not sure what process will be used to determine a new chair. I am sorry I am not able to give you a definitive answer. (Bowen email 4/18)
 - The Technology Infrastructure Advisory Committee changed names to the Infrastructure and Security Advisory Committee.
 - We added Information Technology Council to our list.
 - We removed the University Senate Electronic Presence Liaison as it is a nonexistent position.
 - We removed the 25Live Governance and Implementation Group per Kay Anderson’s instructions.
 - We removed the following committees from our list since University Senate representation is not required.
 - Administrative Systems and Banner Advisory Committee
 - Faculty Salary Review Task Force
 - General Education Committee
 - Graduate Council

- Sustainability Council
- Web Oversight Committee

Committee Reflections and Recommendations:

- Our Governance Retreat is scheduled for Monday, August 8, 9:00 a.m.-12:30 p.m. at First United Methodist Church, Milledgeville.
- It is recommended that the Committee Officer Elections and Orientation take place during the senate retreat for any standing committees who did not have a quorum at the organizational meeting in April.
- The outgoing chair of the SCoN has made a draft of the 2023 University Senate Standing Committee Preference and University Committee Survey with the committees updated to reflect the active list.

2021-2022 ECUS OPERATING PROCEDURES

Endorsed by ECUS at its August 9, 2021 meeting (by email)

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.