

Georgia College & State University Academic Policy Committee

Annual Report 2023-2024

Committee Name: The Academic Policy Committee

Academic Year: 2023-2024

Committee Charge:

- **V.Section2.C.1.a. Membership.** The Academic 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.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:

August 14, 2023 (Governance Retreat)

September 1, 2023

October 6, 2023

November 3, 2023 (transacted business via email)

January 5, 2024 (cancelled due to lack of discussion items)

February 9, 2024 (cancelled due to lack of discussion items)

March 1, 2024

April 5, 2024 (cancelled due to lack of discussion items)

Executive Summary:

Topics of discussion:

- **Academic Integrity Implications of Artificial Intelligence:** The committee, at the request of faculty, considered a change in GCSU's academic dishonesty policy to ensure that the inappropriate use of AI technologies was clearly forbidden. The committee investigated all pertinent policies at other USG institutions to determine what language sister universities and colleges may already have in place. The committee found that only Augusta University and the University of Georgia had so far altered their policies to reflect the new landscape. Faculty members Joy Bracewell and Cynthia Alby were consulted for their experience and expertise. The committee ultimately found that the GCSU academic dishonesty policy's current language regarding plagiarism needed updating, which led to the proposal of motion 2324.APC.001.P, found below.
- **Overload Policy:** Some faculty in the APC reported concern with the lack of a policy to determine adequate and equitable overload pay for members of the Corps of Instruction. The chair of the APC was requested to broach this topic with ECUS and the FPAC committee following the September 1, 2023 APC meeting. No further action was taken by the APC.
- **Final Examination Policy:** At the request of FAPC, APC was asked to consider a revision to the Final Exam Policy. APC considered the matter in its meeting of October 6, 2023, and chose not to consider a change of policy at that time.
- **Core Curriculum Updates:** At the request of the General Education Committee, the Academic Policy Committee advanced a motion to the University Senate (2324.APC.002.P, found below) to add language regarding the new University System of Georgia-mandated Core Impacts policy to the existing GCSU Required Syllabus Statements policy.
- **Syllabus Statement on Diversity, Equity, and Inclusion:** At the request of DEIPC, the Academic Policy Committee reviewed the proposed suggested syllabus statement on Diversity, Equity, and Inclusion. The Academic Policy Committee did not feel that it was in our purview to co-sponsor the proposed suggested syllabus statement, but we

felt that its language was appropriate, so long as it was included on a separate webpage for suggested syllabus statements, rather than the page for required syllabus statements.

Committee Membership and Record of Attendance:

Key: P=Present, R=Regrets, A=Absent, E=Committee business transacted via electronically, C=Meeting canceled due to lack of discussion items

Member Name	Position	Senate Member	September 1	October 6	November 3	January 5	February 9	March 1	April 5
Andrew J. Allen	Chair	Yes	P	P	E	C	C	P	C
Gregory Corey Claxton		Yes	P	P	E	C	C	P	C
Donovan Domingue		Yes	P	R	E	C	C	R	C
Sayo Fakayode		Yes	P	P	E	C	C	R	C
Dana Gorzelany-Mostak		No	R	R	E	C	C	P	C
Lee Kirven		Yes	P	P	E	C	C	R	C
Adam Lamparello		Yes	R	P	E	C	C	P	C
Lyndall Muschell		Yes	P	R	E	C	C	P	C
Robert Stewart	Secretary	No	P	P	E	C	C	P	C
John R. Swinton	Vice-Chair	Yes	P	P	E	C	C	P	C
Eryn Viscarra		Yes	R	P	E	C	C	R	C

Motions brought to the Senate floor:

Motion Number: 2324.APC.001.P

Source Committee: Academic Policy Committee

Motion Status: Implementation in progress

Motion Type: Policy Recommendation

Motion Text: To recommend as University Policy the proposed “Student Academic Dishonesty Policy Revision.”

Proposed Policy Language: “Plagiarism. For the purposes of this document, plagiarism is considered the act of representing ideas, writings, artistic designs, or any other creative endeavors that were created by someone or something else as one’s own. This includes, but is not limited to, materials created by artificial intelligence. When direct quotations are used, they must be indicated; and when the ideas of another are incorporated in any submission, they must be acknowledged, according to a style of documentation appropriate to the discipline.”

Reason for the Policy: The Academic Policy Committee, at the request of faculty, considered a change in the current GCSU academic dishonesty policy to ensure that the inappropriate use of AI technologies is clearly forbidden. The committee investigated all pertinent policies at other USG institutions to determine what language sister universities and colleges may already have in place. The committee found that only Augusta University and the University of Georgia had so far altered their policies to reflect the new landscape. Faculty members Joy Bracewell and Cynthia Alby were consulted for their experience and expertise. The committee ultimately found that the GCSU academic dishonesty policy’s current language regarding plagiarism is in need of updating. Therefore, APC proposes that the University Senate consider the above language to replace the current policy’s section 1C. No other revisions to the policy are currently recommended by the Academic Policy Committee.

The APC unanimously moved to move motion to Senate on October 6, 2023. The motion was approved by the University Senate on October 20, 2023, and approved by the University President on October 27, 2023. Implementation of the policy is complete.

Motion Number: 2324.APC.002.P

Source Committee: Academic Policy Committee

Motion Status: Implementation in progress
Motion Type: Policy Recommendation

Motion Text: The Academic Policy Committee advances a motion to the University Senate to amend the current required syllabus statements policy as an addition to item 12: All courses that meet general education requirements must include the USG-approved Orienting Question, USG Learning Outcome, and Career-Ready Competencies as part of the syllabus.

Proposed Policy Language: To be added as item 12 of the current Required Syllabus Statements policy:
“All courses that meet general education requirements must include the USG-approved Orienting Question, USG Learning Outcome, and Career-Ready Competencies as part of the syllabus.”

Reason for the Policy: To update current GCSU policy to align with new USG policy 3.3.1

The Academic Policy Committee moved to advance the motion to the University Senate on November 3, 2023. The motion was approved by the University Senate on November 28, 2023, and approved by the University President on December 12, 2023. Implementation of the policy is complete.

Other Significant Deliberation (Non-Motions):

None

Ad hoc committees and other groups:

None

Committee Reflections:

What worked well: The committee was efficient in its use of time. Its deliberations were collegial and constructive. The committee was open to consider ideas and motions from all sources at the University.

What could use improvement: No suggestions for improvement at this time.

Committee Recommendations:

Are there any issues that should be considered by this committee the following year? No

Are there any issues that this year's committee was unable to complete its work on? No

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.) No

Recommendations on calendar (meeting times, outline items that you expect would be considered annually) None

Recommend items for consideration at the governance retreat: None

Appendix: Committee Operating Procedures

In terms of SOP, the committee agreed to keep meetings rather informal, except for votes on policies. APC is composed of 11 members, so there will need to be 6 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.

DEIPC Reports to University Senate 2023-2024

1. 15 Sep 2023

- a. **Operating Procedures 2023-2024** Vote will be conducted via email among committee members and submitted to University Senate Secretary in advance of next Senate meeting (9/15)
- b. **Recommended Syllabus Statement** Detailed discussion with President Cox regarding previous recommended DEI syllabus statement put forward by DEIPC in March 2023 and passed by Senate. Pres. Cox shared insights from recent meetings with BOR regarding USG policy changes 6.5.1 and 6.5.2. President returned Senate-approved syllabus statement back to DEIPC for reconsideration/revision in light of new policies with apparent bearing on the statement. All other agenda items tabled to subsequent meetings—committee discussed general plan of action moving forward and intends to review statement and discuss possible revisions and resubmission as motion before Univ. Senate in future alongside broader consideration of other DEI-related policy issue on campus.

2. 17 Nov 2023

- a. **Recommended Syllabus Statement** DEIPC is re-examining the previously shared DEI syllabus statement to revise language and pending these revisions intends to reapproach APC for approval to place the suggested statement online (along with the other required statements) but only as an optional statement for faculty to use if they so choose.
- b. **Policy Guidance** DEIPC is reviewing a Policy Guidance audit process and looking at how it can be scaled to fit at our institutional level to create a way for policies to be reviewed for impact/effect/ etc.
- c. **Human Resources Training** DEIPC has discussed possible opportunities to provide support to HR as they review trainings for our campus.

3. 19 Jan 2024

- a. **No Quorum** present so six attending members operated as ad hoc committee to discuss old business related to the following items, with the intent to make suggestions to the whole for formal approval and action at the February meeting. Approval for any proposed new business on agenda for that meeting will be accomplished via email vote prior to the meeting.
- b. **Recommended Syllabus Statement** Diversity syllabus statement revision to include preamble specifically outlining purpose and intent of the statement and emphasizing voluntary application and adaptability by faculty for course/learning activity use. Revisions made collectively in advance of next meeting and possible collaboration with APC in February toward making joint motion before Senate in March for inclusion as suggested syllabus statement on the University website. Pending revisions and communication with APC leadership/membership via email.
- c. **Equity Policy Review** Discussion of Equity Policy Review guidelines (initially developed in Minnesota University System) document previously shared by Michael Snowden (Chief Diversity Officer, OIE) and how to apply more directly to GCSU policy reviews across campus.

- i. Michael Snowden suggested bringing in author of equity policy review guidelines at future DEIPC meeting (Feb. or March, pending availability) for guidance in devising similar review policies for DEIPC at GCSU. Also suggested sharing equity policy review guidelines with new campus auditor to ensure consistency and compliance as related to issues of DEI.
 - ii. Michael Snowden suggested that committee use Equity Policy Review guidelines to devise committee procedures for consistent policy review through DEI lens, with intention to apply said review procedures to policies in all offices on campus throughout next year and offer feedback to said offices as appropriate based on results of these reviews, purportedly completed in DEIPC sub-committees.
 - d. **Training Module** Carol Ward updated attending members on voluntary DEI training module development in HR office, and again conveyed intention to engage DEIPC in review as on-going process proceeds.
4. **23 Feb 2024**
 - a. **Recommended Syllabus Statement** Diversity syllabus statement final revision in committee of the whole to include preamble specifically outlining purpose and intent of the statement and emphasizing voluntary application and adaptability by faculty for course/learning activity use. Draft will be shared with APC and SACP ahead of March standing committee meetings for possible collaboration in making joint motion for inclusion as suggested syllabus statement on University and/or OIE website before Senate at March or April full Senate meeting. Pending revisions and communication with APC/SACP leadership/membership via email and March committee meetings. Revised draft statement below:
 - i. **Georgia College & State University Statement on Diversity, Equity, and Inclusion**
 - ii. *The following suggested syllabus statement is designed to serve as a template for faculty seeking to specifically convey their course policies concerning issues of diversity, equity, and inclusion to students. Faculty are encouraged to incorporate this statement into course syllabi and to revise and adapt the template to suit specific course needs, but incorporation of this syllabus statement is not required.*
 - iii. *Georgia College & State University recognizes that inclusion and belonging are essential to our core values of reason, respect, and responsibility. We strive to achieve inclusive excellence in the composition of our community, our educational programs, university policies, research and scholarship, campus life, employment practices, co-curricular activities, and community outreach. A welcoming and inclusive learning environment that fosters a sense of belonging by valuing diversity of intellectual thought, experiences, and identifications is essential. Further information and support are available through the Office of Inclusive Excellence located in 108 Parks Hall at 478-445-4233 or oie@gcsu.edu.*
 - b. **Equity Policy Review** Discussion of Equity Policy Review guidelines (initially developed in Minnesota University System) document previously shared by Michael Snowden (Chief Diversity Officer, OIE) invite to author Clyde Pickett (former college of Dr. Snowden) to attend next DEIPC meeting (03/01) or

following (04/05) for external DEI policy review guidance, along with possible invitations to leadership in other pertinent campus offices for internal guidance on institutional policy review regarding DEI.

- c. **Training Module** Carol Ward updated members on voluntary DEI training module development in HR office, and again conveyed intention to engage DEIPC in review as on-going process proceeds. Dr. Snowden followed up with update on DEI training module current in design/production through OIE in coordination with HR.

5. **15 Mar 2024**

- a. **Recommended Syllabus Statement** Following feedback from APC and SAPC, and pending student feedback from SGA, committee voted (via email exchange) to postpone putting forth motion approved at March 01 committee meeting (see below) to University Sensate until April 26th to allow for further review, discussion, and revision at April 5th DEIPC meeting, especially as it relates to suggestions for procedural implementation.
 - i. **Georgia College & State University Optional Syllabus Statement on Inclusive Excellence**
 - ii. *The following optional syllabus statement is designed to serve as a template for faculty seeking to specifically convey their course policies concerning issues inclusive excellence to students. Faculty are encouraged to incorporate this statement into course syllabi and to revise and adapt the template to suit specific course needs, but incorporation of this syllabus statement is not required.*
 - iii. *Georgia College & State University recognizes that inclusion and belonging are essential to our core values of reason, respect, and responsibility. We strive to achieve inclusive excellence in the composition of our community, our educational programs, university policies, research and scholarship, campus life, employment practices, co-curricular activities, and community outreach. A welcoming and inclusive learning environment that fosters a sense of belonging by valuing diversity of intellectual thought, experiences, and identifications is essential. Further information and support are available through the Office of Inclusive Excellence located in 108 Parks Hall at 478-445-4233 or oiie@gcsu.edu.*
- b. **Policy Review**
 - i. Rhonda Fowler, GCSU Chief Auditor, joined the committee to provide insight and guidance into development of consistent policy review procedures for committee use moving forward. Discussion revolved around a document titled “Equity Lens for Policy Review” developed in the Minnesota State University system by a former colleague of Dr. Michael Snowden, Chief Diversity Officer, Office of Inclusive Excellence, who brought the document before the committee for guidance in developing consistent policy review procedures. Committee will have the document’s primary author Dr. Clyde Wilson Pickett, now of the University of Pittsburgh, join us for further discussion and guidance on this issue at the April meeting.

- c. Carol Ward (GCSU Human Resources) solicited the committee's assistance in reviewing various policy procedures on campus as her office conducts a comprehensive campus policy review in connection with recent BOR policies related to issues of academic freedom and freedom of expression. The committee agree to aid her office as needed out of session in order to meet the April 1 deadline for completion of said campus review.

DEIPC Operating Procedures 2023-2024

- DEIPC meets on campus, most often in Ennis Hall 105, according to Georgia College's Governance Calendar. 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.Section 2.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.Section 2.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 Diversity, Equity, and Inclusion 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 DEIPC scope (Article V, Section 2.B.2)
- **The Chair**
 - Bylaws Responsibilities
 - Presents committee report to University Senate at scheduled University Senate meetings (Article II, Section 3.A.3)
 - Submit such reports to University Senate Secretary in appropriate format for minutes (Article II, Section 3.I)
 - Transfer committee records to the following year's committee (Article IV, Section 3.B)
 - Meet regularly with the Executive Committee and other chairs to facilitate communication (Article V, Section 1.C.14)
 - 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)
 - Be consulted by ECUS on due date and format of comprehensive annual report of committee (Article IV, Section 2)
 - Other Responsibilities
 - 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 o 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 or 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 or 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) or 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) or 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: 2023-2024

Committee Charge:

V.Section1. THE EXECUTIVE COMMITTEE.

V.Section1.A. Composition. The Executive Committee of the University Senate (or equivalently the Executive Committee) shall have no fewer than seven (7) but no more than ten (10) members distributed as follows: one (1) member who is the University President, one (1) member who is the Chief Academic Officer, one (1) member who is the Presiding Officer of the University Senate, one (1) member who is the Presiding Officer Elect of the University Senate, one (1) member who is the Secretary of the University Senate, and up to five (5) additional members as specified in V.Section1.A.1 and V.Section1.A.2. The Chair of the Executive Committee shall be the Presiding Officer of the University Senate. The Vice-Chair of the Executive Committee shall be the Presiding Officer Elect of the University Senate. The Secretary of the Executive Committee shall be the Secretary of the University Senate.

V.Section1.A.1. Academic Unit Representation. For each college or the library not represented among the three (3) University Senate Officers serving on the committee, the outgoing Subcommittee on Nominations shall nominate an incoming elected faculty senator from that academic unit to serve on the Executive Committee. This process shall never result in more than four additional members to the Executive Committee.

V.Section1.A.2. Chair Emeritus. Should the Chair of the outgoing Executive Committee not be an elected faculty senator on the incoming Executive Committee, the Chair of the outgoing Executive Committee shall serve as an ex-officio non-voting member of the incoming Executive Committee to assist with continuity for the following academic year.

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

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

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

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

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

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

V.Section1.C.3. Body of Inquiry. The Executive Committee shall, as the need arises, appoint not fewer than three nor more than five impartial faculty members to serve as the informal body of inquiry (the "body of inquiry"), as described in the Policy Manual of the Board of Regents (8.3.9.2), to mitigate the removal of any tenured or non-tenured faculty member. This body of inquiry shall be responsible for the determination of confidentiality relating to such informal inquiries, especially when sensitive information about particular individuals would be otherwise revealed. Should this body of inquiry fail to affect an adjustment (e.g. be unable to negotiate a resolution), they shall advise the University President whether dismissal proceedings should be undertaken. This body of inquiry's recommendation shall not be binding on the University President.

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

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

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

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

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

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

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

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

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

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

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

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

V.Section1.C.16. Operational Matters. The Executive Committee shall be responsible for operational matters of the University Senate including, but not limited to, consulted for Presidential Appointees (II.Section1.A.5), consulted for consent agenda (II.Section3.A.4.a), receive Corps of Instruction List (II.Section2.A.1), apportion elected faculty senator positions (II.Section2.A.2), receive election/selection procedures and results and announce results for academic units (II.Section2.A.3), Staff Council (II.Section1.A.3), students (II.Section1.A.4), conduct at-large elections (II.Section2.A.4), name a parliamentarian (II.Section3.D.1), receive operating procedures of committees (III.Section1), is one source that can initiate standing committee business (IV.Section1), receive motion text (II.Section3.A.2), disseminate agenda (II.Section3.A.4) and set and publicize calendar (II.Section3.A.1) for regular meetings of the University Senate, set agenda for all meetings of the University Senate (II.Section3.A.4, II.Section3.B.3), is one source authorized to call special meetings of the University Senate (II.Section3.B.1) or its standing committees (IV.Section6.A), ensure quorum (II.Section3.C.2) and ratification of actions (II.Section3.C.3) for special meetings of the University Senate, receive and archive committee annual reports (IV.Section2), name facilitator and necessary voting proxies for standing committee officer elections (IV.Section3.A), receive committee composition report from Subcommittee on Nominations (V.Section1.D.2.e), receive or make motions for the addition of permanent subcommittees (V.Section2.A.3.a), receive ad hoc committee charters (V.Section2.A.3.b), facilitate proposed revisions to these bylaws (Article VI).

Committee Calendar:

Regularly scheduled meetings of ECUS:

Date	Location	Time
9/1/23	Meeting	2:45 pm
10/6/23	Meeting	2:45 pm
11/3/23	Meeting	2:45 pm
1/5/24	Zoom meeting	2:45 pm
2/9/24	Meeting	2:45 pm
3/1//24	Meeting	2:00 pm
4/5/24	Meeting	2:00 pm

Regularly scheduled meetings of ECUS with Standing Committee Chairs:

Date	Location	Time
9/1/23	Meeting	3:30 pm
10/6/23	Meeting	3:30 pm
11/3/23	Meeting	3:30 pm
1/5/24	Zoom Meeting	3:30 pm
2/9/24	Meeting	3:30 pm
3/1/24	Meeting	3:30 pm
4/5/24	Meeting	3:30 pm

Executive Summary:

Recurring Activities of ECUS	ECUS Accomplishments	Tasks Requiring Follow-up
<ul style="list-style-type: none"> • Provided a one-day retreat at First United Methodist Church for all senators, standing committee members, and committee volunteers. Held organizational meetings to elect committee officers at the August governance retreat. • Named Kim Muschaweck as Parliamentarian for the 2023-2024 University Senate. • Assistance provided by Academic Affairs: Rhonda Griffin and Tracy Norris. • Named Catherine Fowler 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. • The presiding officer sent all new senators a packet of orientation materials and asked them to contact with any questions. 	<ul style="list-style-type: none"> • The presiding officer represented University Senate and gave a welcome from the faculty at the 2024 University Governance Retreat. • Continued the recent practice of releasing the President’s and Provost’s University Senate reports via FrontPage to the university community prior to the distribution of minutes. • Continued the recent practice of identifying, nominating, and approving University Senate representatives on close to twenty task forces, councils, and campus wide committees. • Continued the recent practice of identifying and inviting guest speakers to address campus community issues at University Senate meetings. 	<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. • 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
<ul style="list-style-type: none"> The presiding officer sent a Standing Committee Officer Training packet and PDF of all 2022-2023 standing committee annual reports to all standing committee officers with an offer to do in-person or virtual training with anyone who was interested. 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 communicated to Deans of each college. Provided oversight to elected faculty senator elections of all academic units (colleges, library) as well as at-large. Prepared the 2024-2025 Governance Calendar with assistance of Dr. Jennifer Flory with input from the standing committee chairs, university senate members, Academic Leadership Team, Deans, and Chairs. Prepared and disseminated recognition certificates for senators, volunteers, and officers with assistance of Dr. Jennifer Flory. In consultation with the Standing Committee Chairs, identified May 8, 2024 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. Nicholas Creel facilitated the organizational meeting for the incoming 2024-2025 University Senate on April 26, 2024. Appointed Nicholas Creel as Chair of the governance retreat planning committee The 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"> Purchased the book, <i>The Department Chair</i> for distribution to all University department chairs. At its April 5, 2024 meeting ECUS changed USGFC representation on the University System of Georgia Faculty Council to allow for continuity and better institutional representation at the USG level. Beginning with the 2024-2025 School Year, GCSU's University Senate Representatives on USGFC will be 2 Elected Faculty Senators (appointed by SCoN); one voting member and one non-voting member that will represent GCSU in the absence of the voting member. The representatives will serve a term of 3 years with the possibility of renewal regardless of status as EFS at the conclusion of the 3-year term. Following the resignation of Presiding Officer-Elect/SCoN Chair Catherine Fowler effective at the end of the February 23, 2024 meeting, SCoN duties were collaboratively shared by Presiding Officer Rob Sumowski, Secretary Alex Blazer, and Past Presiding Officer Jennifer Flory. ECUS drafted a By-laws revision motion creating a process for replacing the Presiding Officer-Elect and/or Secretary during the academic year should a vacancy arise. The By-laws revision (2324.ECUS.001.B) was read at the March 15 Senate meeting and approved by both the Senate and President Cox at the 2 pm meeting on April 26, 2024. 	

Committee Membership and Record of Attendance:

COMMITTEE NAME: EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)
AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:
“P” denotes Present, “R” denotes Regrets, “A” denotes Absent

Acronyms	EFS = Elected Faculty Senator CoAS = College of Arts and Sciences; CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences
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Meeting Dates	9/1	10/6	11/3	1/5	2/9	3/1	4/5	P	R	A
Alex Blazer EFS, CoAS ECUS Secretary	P	P	P	P	P	P	P	7	0	0
Cathy Cox University President	R	R	R	R	R	R	P	1	6	0
Nicholas Creel EFS, CoBT ECUS Member	P	P	P	P	P	R	P	6	1	0
Jennifer Flory EFS, CoAS ECUS Member	P	P	P	P	P	P	P	7	0	0
Catherine Fowler EFS, CoHS SCoN Chair thru Feb 23, 2024 (resigned)	P	P	P	P	P	-	-	5	1	0
Lamonica Sanford EFS, Library ECUS Member	P	P	P	P	P	P	R	6	1	0
Costas Spirou Provost	P	R	P	P	P	P	P	6	1	0
Rob Sumowski EFS, CoE ECUS Chair	P	P	P	P	P	P	P	7	0	0

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

AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:

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

Acronyms	EFS = Elected Faculty Senator CoAS = College of Arts and Sciences; CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences									
Meeting Dates	9/1	10/6	11/3	1/5	2/9	3/1	4/5	P	R	A
Alex Blazer EFS, CoAS ECUS Secretary	P	P	P	P	P	P	P	7	0	0
Cathy Cox University President	R	R	R	R	R	R	P	1	6	0
Nicholas Creel EFS, CoBT ECUS Member	P	P	P	P	P	R	P	6	1	0
Jennifer Flory EFS, CoAS ECUS Member	P	P	P	P	P	P	P	7	0	0
Catherine Fowler EFS, CoHS SCoN Chair thru Feb 23, 2024 (resigned)	P	P	P	P	P	-	-	5	0	0
Lamonica Sanford EFS, Library ECUS Member	P	P	P	P	P	R	P	6	1	0
Costas Spirou Provost	P	R	P	P	P	P	P	6	1	0
Rob Sumowski EFS, CoE ECUS Chair	P	P	P	P	P	P	P	7	0	0
Andrew Allen APC Chair	P	P	P	P	P	P	R	6	1	0
James Trae Welborn DEIPC Chair	P	R	R	P	P	P	R	4	3	0
Stephanie Jett FAPC Chair	P	P	P	P	P	R	P	6	1	0
Brad Fowler RPIPC Chair	P	R	P	P	P	P	P	6	1	0
Greg Glotzbecker SAPC Chair	R	R	R	R	R	-	-	0	5	0
Joyce Norris-Taylor SAPC Chair	-	-	-	-	-	R	P	1	1	0

Motions brought to the Senate floor:

Motion Number	2324.ECUS.001.B
Motion Title	Proposed Revisions to University Senate Bylaws (Officer Vacancies)
Motion Text	To approve the proposed revisions to the University Senate Bylaws as outlined in the supporting documents.
ECUS Deliberation	Submit to University Senate
Senate Deliberation	Recommend to University President to Approve. Motion was approved by University President on Senate floor on April 26, 2024 and later was sent to University President for her online approval.
Presidential Action	Approved by President Cox on April 26, 2024
Link to motion	https://senate.gcsu.edu/motions/proposed-revisions-university-senate-bylaws-officer-vacancies-03072024

Other Significant Deliberation (Non-Motions):

Ad hoc committees and other groups:

The 2023 Governance Retreat Planning Committee

- Members: Rob Sumowski (chair), Jennifer Flory, Catherine Fowler, Alex Blazer, Desaree Murden.
- Work: First United Methodist Church was reserved. Food was ordered from Chick-fil-A and Stacked. Other work included the compilation of materials for pdf dissemination and drafting of the retreat agenda.
- Complete: The committee completed its work.
- Follow Up: A committee led by incoming 2024-2025 Presiding Officer Nicholas Creel will be needed to plan the 2024 Governance Retreat.

Committee Reflections:

- Workgroups: The workgroup model for annual ECUS tasks requiring extensive deliberation continues to work 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 (amended in September 2023 to 2:45 pm to conserve time) 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.

Committee Recommendations:

Recurring Items: These are well established for ECUS and include but are not necessarily limited to the following.

- Name University Senate Parliamentarian
- Standing Committee Officer Orientation (schedule during retreat and/or 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 as articulated in university senate bylaws)
- Elections Oversight of Elected Faculty Senators: Dean Letters, Election Procedures, Results
- At-Large Election: Procedure, Ballot, Results
- Selections Oversight with Staff Council, Student Government Association, Presidential Appointees (need to adjust timeline in ECUS checklist to reflect recent practice)
- Governance Calendar: draft, circulate for review and feedback, finalize, endorse, disseminate
- Governance Retreat Planning
- Oversight of Committee Organizational Meetings: Name Facilitators, Voting Proxies
- 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 university senators, 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

Topics for Continuing Consideration:

- 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.
- 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 only electronically by PDF.
- Bring printed versions of the Retreat Agenda.
- One breakout session by standing committees for committee officer elections and then tentative agenda setting and operating procedures decisions. This session should follow the retreat lunch.
- Continue to invite all members of the university senate committees, not exclusively university senators.
- Continue online RSVP and dietary information through Qualtrics.
- Venue for 2024 University Governance Retreat: Peabody Auditorium was chosen for 2024 Governance Retreat, no charge for use. Recommend sharing left over food with community members through Milly Free Fridge.
- Continue to try to minimize or eliminate possible conflicts with other events (schedule around assessment, common book meetings, department and college meetings, etc.)

Respectfully submitted,
Rob Sumowski, Presiding Officer, 2023-2024 University Senate

Faculty Affairs Policy Committee Annual Report 2023/2024

Committee Name: Faculty Affairs Policy Committee

Academic Year: 2023/2024

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:

8/14, 9/1, 10/6, 11/3, 2/9, 4/5.

Executive Summary:

The committee tackled several issues of concern this year, but the following items stimulated the most discussion:

- FAPC worked with ECUS and the Provost's Office to **modify the current SRIS and IFR policy** regarding SRIS to include all courses taught by instructors instead of only two. We introduced motions that were approved by University Senate (US) on these items in February 2024. These policies brought us into alignment with the policies and procedures used by other USG institutions as well as emphasized the importance of soliciting feedback from student voices in evaluating instructional quality. However, it was heavily discussed that the limitations of using student evaluations as the sole measure of teaching effectiveness be communicated with chairs and others in supervisory positions and, with the endorsement of the Provost, a communication strategy will be put into place instructing chairs/supervisors on the relevant existing policies on how to measure teaching effectiveness using additional measures outside of SRIS.
- FAPC discussed the **Emeritus Policy** alongside ECUS and the Office of the Provost. In a version of the current policy recorded solely in the Senate database, a grandfather clause existed allowing applicants to circumvent their home department and appeal straight to the Provost's office if they wished to apply for Emeritus Status outside of the set policy timeline of 30 days prior to retirement date or 30 days into the following academic term following retirement. However, upon review of the policy as available to the public in the manual online, that clause does not exist, therefore is not a concern, though, if it should appear again, FAPC agreed that all applications should start in the applicant's home department.
 - FAPC did, however, disagree with the arbitrary timeline established in the current policy, arguing, instead, that it should be left to the home department to determine if an

applicant has met the high standards for being granted Emeritus Status and moving the applications up through the chain of command.

- FAPC worked with RPIPC on the **Amorous Relationship Policy** implementation and interpretation. We encountered many stumbling blocks in our endeavors to work on this policy with HR, but thoroughly reviewed the policy as recorded in the policy manual as a committee. We concluded that it reflects the “prohibits” wording of the USG policy and outlines ways to report violations (either self-report or by General Complaint Form), therefore, the policy as written could be left intact as long as HR believes it is sufficient.
- FAPC also passed along two informational items after thorough review to the US on behalf of the Office of the Provost.
 - The **changes to the PTR policy** regarding the **appeals process** faculty have in the case of an unfavorable PTR as well as an unfavorable PIP review were made by the USG and reviewed by FAPC before being instated as policy.
 - FAPC reviewed the modifications to the **Research Misconduct Policy** as requested by ECUS and the Office of the Provost and found no concerns and had no comments.

Committee Membership and Record of Attendance:

Meeting Dates	9/1/23	10/6/23	11/3/23	2/9/24	4/5/24
Stephanie Jett (chair)	P	P	P	P	P
Holly Croft (secretary)	P	P	P	P	P
Peter Rosado-Flores (vice chair)	P	R	R	R	R
Frank Richardson	A	A	A	P	A
Matt Milnes	P	P	P	P	P
John Marshall Smith	R	P	P	P	R
Huaiyu Wang	P	P	P	P	P
Aric Wilhau	P	P	P	P	P
Olha Osobov	P	P	P	P	R
David Weese	P	P	R	R	P
Chris Clark	P	P	R	R	R
Winston Tripp	P	P	P	P	P

Motions brought to the Senate floor:

[2324.FAPC.002.P] Faculty Review System and Annual Evaluation SRIS policy revisions	Policy Recommendation	stephanie.jett@gcsu.edu	FAPC	Awaiting Action by University President	03/22/2024
[2324.FAPC.001.P] Student Rating of Instruction Survey (SRIS) Policy	Policy Recommendation	stephanie.jett@gcsu.edu	FAPC	Awaiting Action by University President	03/22/2024

Both policies listed were passed by US on February 23, 2024 and approved by the University President on March 22, 2024.

Other Significant Deliberation (Non-Motions):

- FAPC was asked by the Office of the Provost to review the current Final Exam Policy.
 - A complaint was filed with the Provost's office regarding a faculty member stating that their interpretation of the instructions provided by their chair was that they must give some type of assessment (e.g., a summative exam) during that time period that did not fit with their instructional methods, therefore was a violation of their academic freedom.
 - The current Final Exam policy states, "Students should anticipate that each of their classes will have a final exam or a final class activity according to the schedules posted below. Any changes to these schedules must be approved by an instructor's department chair and dean and be clearly listed in the instructor's syllabus distributed on the first day of class."
 - Action: FAPC has asked the office of the Provost to send a clarifying email to the Deans and Department Heads to remind their faculty of the policy as written and did not move forward with any changes to the policy as written.
- Also, faculty had brought to ECUS who then conveyed to FAPC about issues regarding **inequalities in compensation for course overloads** across colleges.
 - For instance, A&S pays adjunct rates (which differ per college) for overload courses and CoB pays 9% of their salaries. Obviously, that's a pretty stark difference, so it's worth looking at to see if there's a way we can make that more equitable.
 - However, in conversation in FAPC, it was also brought up that sweeping changes that could actually negatively impact those at the lowest ends of the pay ranges, which is not something we are willing to do.
 - Additionally, increasing pay may not be feasible for all colleges due to budget constraints.
 - **Action:** FAPC should speak with Dr. Roberts' office to assist us with some data collection to determine salary ranges by college and department as well as looking into the other issue brought by faculty to ECUS of inequitable compensation for program coordinators/admin duties across the colleges and departments. No further action was taken on this item in 2023/2024.
- Lastly, we briefly discussed **sabbaticals and professional leave** as an informational item after concerns were brought to us by several faculty members regarding the number of

applicants versus the number of applications granted this year in comparison to the past several years.

- Information from Provost provided to help address those concerns for your colleagues: They increased total number of awards from 2015-2016 academic year with 8 professional leaves (6 from COAS, 1 from COBT, and 1 from COHS) to 12 professional leaves in 2023 (10 from COAS, 1 from COBT, and 1 from COHS). “The funds are simply not available [at this time] to increase the required cost of additional awards.” There is no guarantee of being awarded a sabbatical after tenure as it’s a competitive process. It was suggested by the Provost that Colleges should work on a ranking system of applications so that they put forward only the strongest applications with special consideration given for those who have not been awarded professional leave previously.

Committee Reflections:

FAPC was extremely productive this academic year, working together as a team alongside ECUS and the Office of the Provost to successfully pass two motions through US and open lines of communication with the Provost’s office regarding several relevant concerns brought from our constituents. There are two points, though, where we could have improved:

- Given our charge, we spent the majority of our time working on items coming directly from the Office of the Provost in comparison to discussing and affecting action items that came from our constituents.
- Attempting to work with HR proved quite difficult as they would go long periods of time without responding to emails and when they did reply, it was to let us know they had made no progress due to either awaiting responses from others or not having time. It would be really helpful to establish a better line of communication with HR for policies that directly involve needing their assistance in the future.

Committee Recommendations:

- **Emeritus Status Policy**
 - FAPC drafted changes to the policy to reflect the changes to the timeline. Please review said policy as a committee and, if all agree, move to get that policy into a motion for as early as possible in the next academic year, please.
- **Extension of our work with SRIS and IFRs:** the [existing policy on using more than SRIS to measure teaching effectiveness](#)
 - FAPC should work with CTL to create a link in the policy manual linked above to a list of viable, effective methods of evaluation of teaching effectiveness that is housed on the CTL website (as to avoid needing to revise policy in order to modify the list) so that faculty and supervisors can work together to find the best fit for them.
- Though this will be challenging, I would encourage FAPC to work with Dr. Roberts’ office to assist with data collection to determine **salary ranges of adjunct faculty** by college and department as well as looking into possible **inequitable compensation for program coordinators/admin duties** across the colleges and departments.
- The Policies, Procedures and Practices Manual (PPPM) needs to be thoroughly reviewed and more transparency should exist regarding who has access to the manual and who is responsible for making changes to the policies in the PPPM.

- It was clear from the Emeritus Status Policy that changes made in the US consistently reflected in the PPPM and that changes are made the PPPM without US's knowledge. It's vital that faculty and staff are able to be kept informed regarding policies and procedures that directly impact them and that the PPPM that is publicly available reflects the most up-to-date policies and procedures passed by US to avoid confusion.

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

Academic Year: 2023-2024

Committee Charge:

V.Section 2.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.Section 2.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.Section I.A.5.

V.Section 2.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: September 1, 2023; October 6, 2023; November 3, 2023; January 5, 2024, February 9, 2024, March 1, 2024, April 5, 2024.

Executive Summary:

RPIPC had productive year for the 2023-2024 Senate year. Over the course of the year, we addressed the following items:

- 1. GCSU Amorous Relationship Policy Reporting Procedures - RPIPC took on this item from the previous year's agenda. This item was addressed in tandem with FAPC. Our task was to develop a reporting procedure that would ensure that the Amorous Relationship policy was strictly followed. We started with a draft of procedures that was created in the previous year. We had the then GCSU General Counsel, Brent Montroy, review the procedure. Brent made modifications and advised on specifics of the procedures. Based on his counsel, we reached out to GCSU's Chief Human Resources Officer, Carol Ward, for clarification on how married spouses would be handled in specific situations based on USG policy. While waiting to hear back from Carol, the chair of FAPC found existing procedures embedded in GCSU Amorous Relationship Policy that we believe to be sufficient. We are waiting for agreement from HR but believe the matter is resolved.*
- 2. Parking - Members of RPIPC brought concerns from their peers that students were parking in employee lots. It was believed that the move from hang tags to license plates for parking identification led to some confusion for students about which lots they could park in. John Jackson, the Director of Parking & Transportation Services and a member of RPIPC, presented the committee with information on parking fines for the first several weeks of the school year. Parking & Transportation put up signs to indicate faculty lots. This seemed to resolve the issue.*
- 3. The committee also addressed complaints about the student pickup system in the Kilpatrick Hall parking lot for Early College. Early College students' parents were backed up to the point of blocking the ability for people to enter and exit the Peabody parking lot. Parking & Transportation with the help of Public Safety put up signs directing Early College parents not to block the Peabody lot.*
- 4. Summer Utility Costs - The committee invited Frank Baugh, the Assistant Vice President for Facilities, to present information about summer utility costs. Based on his information, the committee spent part*

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of the year developing ideas for potentially reducing summer utility costs. The committee came up with two items to pursue. The first item was to work with Frank to have a campus-wide utility audit conducted. Frank agreed to move forward with an audit but did not feel that it could be accomplished in the near term based on his present staffing. The committee agreed to pass the item to next year's RPIPC committee. The second item was to have a checklist created for all building managers to use to shutdown faculty offices and workspaces for all faculty that are not planning to be on campus during the summer. The committee approached the Sustainability Council about developing the checklist and dispersing it to building managers. The Sustainability Council agreed to take on the task.

Committee Membership and Record of Attendance:

COMMITTEE OFFICERS BRAD FOWLER – CHAIR, RODICA CAZACU – VICE-CHAIR, TALECIA WARREN-SECRETARY

Members:

MEMBERS			
“S” denotes Senators, “N” denotes Non-Senators			
S	Brad Fowler	S	John Jackson
S	Rodica Cazacu	N	Colin Hall
S	Talecia Warren	N	Lee Fruitticher
N	Nancy Mizelle	S	Chad Whittle
N	Susan Kerr		
S	Desaree Murden		
S	Josefina Endere		
S	Alison Shepherd		

Record of attendance can be found in Secretary minutes uploaded to the University Senate database.

Motions brought to the Senate floor:

Other Significant Deliberation (Non-Motions): *See Executive Summary and Committee Recommendations*

Ad hoc committees and other groups:

Joint RPIPC and FAPC committee to review Amorous Relationship Policy implementation strategy.

Committee Reflections:

This year's RPIPC did a great job of working together to address the issues and items that were brought to us or that we initiated. All members of RPIPC contributed to a productive year for the committee.

Committee Recommendations:

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We recommend that next year's committee start with two items. The first item is to continue the partnership with Facilities to have a campus-wide energy audit conducted. The second item was suggested by ECUS. This item would be to address the lack of auditing capabilities for GCSU's policy storage. There is currently no system to record when policies are changed, what was changed, and who changed them.

Recommend items for consideration at the governance retreat: *See Committee Recommendations.*

Appendix 1: Committee Operating Procedures

RPIPC 2023-2024 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

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- 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
- 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 2023-Spring 2024– 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 1, October 6, November 3, January 5, February 9, March 1, April 5.

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 (brad.fowler@gcsu.edu) and the secretary (talecia.warren@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.
- 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.
- 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.

Committee Name: SAPC

Academic Year: 2023-2024

Committee Charge:

The Student Affairs Policy Committee shall review and recommend for or against 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.

Committee Calendar:

9/1/23, 10/6/24, 2/9/24, 3/1/24, 4/5/24

Executive Summary:

In the 2024-2024 academic year, the Student Affairs Policy Committee discussed and considered a DEIPC request for of the student committee review of recommended syllabus diversity statement. This was unanimously approved by both student representatives and faculty committee members. The committee also discussed and considered various safety concerns brought by student representatives following the IACLIA Safety Company audit of campus. Suggestions were to stress the safety app Rave Guardian, self-defense classes, de-escalation classes, and campus safety walks. Students reported they do not feel unsafe but disconnected from Safety as they do not see them on campus. Follow-up with Chief Hardin noted all student concerns were addressed but experienced that there was difficulty with student participation in the requested programs. Student representatives reported back to student government to encourage participation in safety programs.

Committee Membership and Record of Attendance:

Gregory Glotzbecker, Chair and Senator 8/23-2/24, attended all meetings 8/23-2/24
Joyce Norris-Taylor, Vice Chair and Senator 8/23-2/24, Chair 3/24-4/24, absent 2/9/24
Amy Pinney, Senator, Vice Chair 3/24-4/24, attended all meetings.
Kell Carpenter, non-senator, Secretary, attended all meetings
Sarah Whatley, non-senator, absent 4/5/24
Chris Greer, Senator, resigned 9/1/23
Deidra Kellerman, resigned 11/14/23
Matt Davis, Senator, absent 2/9/24, 4/5/24
Nancy Finney, Senator, present all meetings
Izzy Willingham, non-senator absent 2/9/24, 3/1/24
Connor Hilly, Student Senator, absent 2/9/24, 3/1/24
Ezra Ryall, Student Senator, absent 3/1/24

Motions brought to the Senate floor: None.

Other Significant Deliberation (Non-Motions): The main topic discussed by SAPC was student safety.

Ad hoc committees and other groups: N/A

Committee Reflections: SAPC meetings went well, and we had student participation and student speakers. Without student speakers, SAPC did not have much to discuss. Given the student report of safety concerns on campus, we followed up with Chief Hardin in Public Safety. As a chair, I spent my time organizing meetings, attending Senate Executive Committee meetings, and networking with other leaders on campus.

Committee Recommendations: For the 2024-2024 academic year, it is important that SAPC continues to work closely with members of the student government. Specifically, the committee needs regular student speakers at the meetings so we can properly address issues and concerns within the student body. It is recommended that SGA designate alternate speakers to attend SAPC meetings should the student SAPC members be otherwise engaged.

Recommend items for consideration at the governance retreat: 2024-2025 meeting format.

Appendix: Committee Operating Procedures

1. The Student Affairs Policy Committee (SAPC) is governed by the University Senate bylaws in participating in the shared governance of Georgia College & State University. The members are accountable to the constituents they serve and function as a team to benefit these constituents.
 - Reviews SAPC motions and resolutions before they are submitted for University Senate consideration,
 - Is responsible for the maintenance and dissemination of SAPC meeting minutes.
2. The SAPC members work cooperatively as a team for the good of the University, the University Senate, Student Government Association, 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 from constituents directly related to students, and
 - Copy the committee when communicating on its behalf.
3. Committee Officer Responsibilities
 - Chair
 - 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
 - Entering committee motions proposed for University Senate consideration into the online motion database
 - Advertising committee meeting times and meeting agenda to the university community
 - Presents the SAPC report to University Senate at scheduled University Senate meetings
 - Others as defined/assigned by the committee
 - Vice-Chair
 - Assumes all duties and responsibilities of the Chair in the absence of the Chair
 - Others as defined/assigned by the committee
 - Secretary
 - Position may be held by the SGA president or another SGA designee
 - 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 sapc@gcsu.edu email list with the 72-hour rule – a member of the SAPC has 72 hours to respond to an issue/proposal to confirm receipt and communicate approval or share constructive suggestions.
 - Notify the committee Chair (Greg Glotzbecker) and/or Vice-Chair (Joyce Norris-Taylor) 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 SAPC is drafted by the SAPC Chair and is informed by consultation with the entire committee at least one week prior to the next meeting
 - Agenda items will be prioritized by time-sensitivity and not necessarily reflect their relative importance
 - The tentative agenda is distributed to the committee members, by the SAPC Chair as early in the week of a meeting as possible and is finalized in consultation with the other members of SAPC
 - 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
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 SAPC 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 SAPC may adopt
8. Quorum & Voting
 - A majority of the SAPC membership shall constitute a quorum
 - 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
 - SAPC members review the initial draft of the minutes of SAPC meetings prior to distribution to the University Senate
 - The SAPC 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 SAPC 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.

Annual Report

Committee Name: Sub-Committee on Nominations (SCoN)

Academic Year: 2023-2024

Committee Charge:

V. Section1.D.2. Duties. The duties of the Subcommittee on Nominations shall include the following.

V.Section1.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.Section1.A.

V.Section1.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.Section2, IV.Section4, V.Section2.A.2, V.Section2.A.4, and V.Section2.C.

V.Section1.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.Section2, V.Section2.A.3.a and V.Section2.A.4.

V.Section1.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.Section4.A and II.Section4.B.

V.Section1.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) Meetings.

Regularly scheduled meetings of ECUS with Standing Committee Chairs

<u>Date</u>	<u>Location</u>	<u>Time</u>
9/1/23	Parks Hall	3:30 pm
10/6/23	Parks Hall	3:30 pm
11/3/23	Parks Hall	3:30 pm
1/5/24	Virtual Meeting	3:30 pm
2/9/24	Parks Hall	3:30 pm
3/1/24	Parks Hall	3:30 pm
4/5/24	Parks Hall	3:30 pm

Executive Summary:

1. The SCoN drafted multiple motions for the revised slate of nominees for university senate officers (Secretary, Presiding Officer) and university senate committee members (APC, ECUS, FAPC, RPIPC, SAPC, DEIPC) for review and vote at the following meetings:
 - a. Friday 15 Sep 2023, 3:30p–4:45p (University Senate)
 - b. Friday 19 Jan 2024, 3:30p–4:45p (University Senate)
 - c. Friday 26 April 2024, 2:00p–3:15p (University Senate)

2. At the Friday 26 Apr 2024 2:00p–3:15p 2023–2024 University Senate meeting, the SCoN held an election to replace the Presiding Officer Elect for the 2023–2024 University Senate. Nicholas Creel was elected unopposed. Then, officer elections were held for the 2024–2025 University Senate. There were no nominations from the floor. Stephanie Jett and Alex Blazer were elected unopposed as Presiding Officer Elect and Secretary respectively.
3. For review and vote at the Friday 26 Apr 2024 3:30p–4:45p 2024–2025 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 2024–2025 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.

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.

Meeting Dates	2023-9-1	2023-10-6	2023-11-3	2024-1-5	2024-2-9	2024-3-1	2024-4-5	Present	Regrets	Absent
Alex Blazer <i>EFS, CoAS, ECUS Secretary</i>	P	P	P	P	P	P	P	7	0	0
Cathy Cox <i>University President</i>	R	R	R	R	R	P	R	1	6	0
Nicholas Creel <i>EFS, CoBT</i>	P	P	P	P	P	R	P	6	1	0
Jennifer Flory <i>EFS, CoAS, ECUS Chair Emerita</i>	P	P	P	P	P	P	P	7	0	0
Catherine Fowler <i>EFS, CoHS ECUS Vice Chair thru Feb 23, 2024 (resigned)</i>	P	P	P	P	P	–	–	5	0	0
Lamonica Sanford <i>EFS, Library ECUS Member</i>	P	P	P	P	P	R	P	6	1	0
Costas Spirou <i>Provost</i>	P	R	P	P	P	P	P	6	1	0
Rob Sumowski <i>EFS, CoE, ECUS Chair</i>	P	P	P	P	P	P	P	7	0	0
Andrew Allen <i>APC Chair</i>	P	P	P	P	P	P	R	6	1	0
James “Trae” Welborn <i>DEIPC Chair</i>	P	R	R	P	P	P	R	4	3	0
Stephanie Jett <i>FAPC Chair</i>	P	P	P	P	P	R	P	6	1	0
Brad Fowler <i>RPIPC Chair</i>	P	R	P	P	P	P	P	6	1	1
Greg Glotzbecker <i>SAPC Chair</i>	R	R	R	R	R	–	–	0	5	0
Joyce Norris-Taylor <i>SAPC Chair</i>	–	–	–	–	–	R	P	1	1	0

The chair of the SCoN, Catherine Fowler, was appointed by ECUS and resigned February 23, 2024. Subsequently, SCoN was collaboratively chaired by Presiding Officer Rob Sumowski, Secretary Alex Blazer, and Past Presiding Officer Jennifer Flory. The SCoN membership includes the following individuals:

- **Executive Committee:** Alex Blazer, Cathy Cox, Nicholas Creel, Jennifer Flory, Catherine Fowler (until 2/23/24), Lamonica Sanford, Costas Spirou, and Rob Sumowski.
- **Standing Committee Chairs:** Andrew Allen (APC), James “Trae” Welborn (DEIPC), Stephanie Jett (FAPC), Brad Fowler (RPIPC), and Greg Glotzbecker/Joyce Norris-Taylor (SAPC)
- **Student Government Association President:** Conner Hilly
- **Staff Council Chair:** Desarée Murden

Motions brought to the Senate floor:

Motion Number	Motion Text	Senate Action
<u>2324.CON.001.O</u>	To endorse the revised slate of nominees for the 2023–2024 University Senate as proposed in the supporting documents.	Recommend to University President to Approve
<u>2324.ECUS.001.O</u>	approve the revised senate slate with one change- Ezra Ryall (SGA) replaces Deidra Kellerman (SGA)	Recommend to University President to Approve
<u>2324.CON.002.O</u>	To endorse the Slate of Nominees for the 2023-2024 University Senate Officers and Committees as proposed in the supporting documents.	Recommend to University President to Approve
<u>2324.CON.003.O</u>	To endorse the Slate of Nominees for the 2024-2025 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*
 - It is recommended that committee information, representation, etc. be reviewed and updated in spring 2025.

Committee Reflections and Recommendations:

- 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.

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.