

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