

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

**MEETING DATE & TIME:** 7 OCTOBER 2016; 3:30 –4:45

**MEETING LOCATION:** 200 LANIER HALL

**ATTENDANCE:**

<b>MEMBERS</b>	<b>“P” denotes Present, “A” denotes Absent, “R” denotes Regrets</b>
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<b>P</b>	Alex Blazer (CoAS, FAPC Chair)	<b>R</b>	Carol Sapp (CoHS, APC Chair)
<b>P</b>	Jan Hoffmann Clark (CoAS, RPIPC Chair)	<b>P</b>	Costas Spirou (Interim Provost)
<b>P</b>	Nicole DeClouette (CoE, ECUS Vice-Chair)	<b>P</b>	Susan Steele (CoHS, ECUS Chair Emeritus)
<b>R</b>	Steve Dorman (University President)	<b>P</b>	John R. Swinton (CoB, ECUS Chair)
<b>P</b>	Heidi Fowler (CoHS, SAPC Chair)	<b>P</b>	Craig Turner (CoAS, ECUS Secretary)
<b>P</b>	Chavonda Mills (CoAS, ECUS Vice-Chair)	<b>P</b>	Shaundra Walker (Library, ECUS Member)
<b>P</b>	Lyndall Muschell (CoE, CAPC Chair)		

<b>GUESTS:</b>
Mary Magoulick (CoAS, SoCC Chair)

<i>Italicized text denotes information from a previous meeting.</i>	
*Denotes new discussion on old business.	

<b>AGENDA TOPIC</b>	<b>DISCUSSIONS &amp; CONCLUSIONS</b>	<b>ACTION OR RECOMMENDATIONS</b>	<b>FOLLOW-UP</b> {including dates/responsible person, status (pending, ongoing, completed)}
<b>I. Call to Order</b>	The meeting was called to order at 3:33 pm by Chavonda Mills (Chair)		
<b>II. Approval of Agenda</b>	A <u>MOTION</u> to approve the agenda was made and seconded.	The agenda was approved as circulated.	

<b>III. Approval of Minutes</b>	<p>No action necessary as this was the first meeting of Executive Committee with Standing Committee Chairs for the 2016-2017 academic year so there were no minutes from previous meetings of this group requiring action. As a reminder the 2 Sep 2016 ECUS meeting was canceled as the university officially closed on that day due to inclement weather</p> <p>Consideration of the circulation of university senate minutes to university senators for review is included under New Business.</p>		
<b>IV. Reports</b>			
<b>President's Report</b>  <b>President Dorman</b>	<p>As President Dorman had extended <i>Regrets</i> and was unable to attend the meeting, there was no President's Report.</p>		
<b>Provost's Report</b>  <b>Interim Provost Spirou</b>	<ol style="list-style-type: none"> <li>1. <b><u>QEP Director Search</u></b> The Search Committee identified two candidates for campus interviews. Those will be scheduled for October 26 and October 31. Open Forums with each candidate will take place from 3:00-4:30pm and all faculty are encouraged to attend.</li> <li>2. <b><u>Fall 2016 GC Surveys</u></b> <ol style="list-style-type: none"> <li>a. <b><u>HERI faculty survey (Oct 27 to Nov 4)</u></b>  The HERI Faculty Survey provides institutions with a comprehensive, research-based picture of key aspects of the faculty experience. Since 1989 over 1,100 two-and four- year institutions have used results from this survey to connect faculty practices, values and priorities to institutional success and drive improvement efforts. The HERI Faculty Survey is</li> </ol> </li> </ol>		

	<p>designed to provide institutions with actionable information on important and timely issues. It includes topics such as pedagogical practices, faculty goals and expectations for students, research and service activities, sources of stress and satisfaction, and the connection between learning in the classroom and practices in the local and global community. Results from the HERI Faculty Survey have been used in strategic planning, faculty recruitment and retention, faculty development activities, assessment and accreditation, and discussions relating pedagogy to student learning experiences.</p> <p>b. <u>Noel Levitz Student Satisfaction Inventory (will go through Nov 15)</u> Successful campuses continuously strive to improve the quality of the student experience. In order to do that, you need to know where to focus your efforts. The Ruffalo Noel Levitz Satisfaction-Priorities Surveys help you pinpoint those challenges and priorities. They allow you to look at your institution inside and outside of the classroom, so you can analyze a wide spectrum of issues that affect the student experience. You'll see a clear picture of what you need to do now to improve student life, learning, and success. The Student Satisfaction Inventory is the national standard in satisfaction assessment and is ideal for</p>		
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	<p>traditional-aged undergraduate students.</p> <p>3. <b><u>Provost Programming</u></b> The <i>2016-2017 Provost Lecture Series</i> aims to recognize faculty scholarship, present colleagues with an opportunity to share their scholarly interests and provide a greater depth and diversity of views while also expanding the intellectual climate on campus.</p> <p><b><i>A Comprehensive Assessment of Secondary Physical Education Teacher Fitness Levels</i></b>  Kevin Hunt, PhD, Assistant Professor,  School of Health &amp; Human Performance  October 26, 2016 12:00 - 1:00 PM  Museum Education Room  <i>Physical education teachers appear to have a powerful influential effect on learners in the instructional environment through the manner in which they model behaviors and practices they espouse. The purpose of this investigation was to 1) Determine fitness levels of Georgia's practicing secondary teachers using Fitnessgram9, and 2) Compare those scores against the Fitnessgram9 Healthy-Fitness-Zone standards. The data accumulated provided evidence suggesting that remediation strategies are required to enhance the fitness levels of teachers in Georgia's secondary settings.</i></p> <p>4. <b><u>Georgia College LEAP Initiative:</u></b> The Liberal Arts Council has been formed as Georgia College is transitioning from LARP (Liberal Arts Renewal Project) to LEAP (Liberal Education and America's</p>		
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Promise, a USG Initiative). One of the goals of the group will be to establish our list/menu of 'transformative experiences' and establish guidelines. It is expected that this work, along with specific recommendations, will be completed by the end of the Fall 2016 academic term. In the Spring 2017 we will then begin the implementation phase.

5. **Fall 2016 Census Data (Source: IR)**

Total Number of Students: 6,915

Number of Undergraduate Students: 6,047

Number of Graduate Students: 868

FTE: 6,538

Percent Female: 62.2%

Average Age Undergraduates: 20.6

Average Age Graduate Students: 34

6. **NEW Program Approval Process USG**

At the recent Regents Administrative Committee on Academic Affairs Fall meeting (October 5, 2016), a new one-step proposal/approval form for degree programs was finalized which will go into effect on November 1, 2016. As you know, we have been employing a two step process: (1) Prospectus, and (2) Proposal, prior to submission to the BOR. Under the new format, institutions will have a choice to submit a new academic program to the BOR office in two ways:

- a. **Concept Paper- (Optional)** This allows institutions to seek system input with regard to potential degrees. The Office of Academic Affairs will review and have follow-up conversations with the institution. Such action may result in less work for an institution if the

	<p>degree program in all likelihood migrates through the approval processes. Please note that an institution can move forward and submit the One-Step New Academic Program Proposal/Approval Form; however, it does not guarantee approval of the full proposal</p> <p>b. One Step New Academic Program Proposal/Approval Form (Required) - Institutions can choose to bypass the Concept Paper and submit the One-Step Academic Program Proposal/Approval Form.</p> <p>7. <b><u>October 2016 Key Dates</u></b>  Budget Forums - October 17<sup>th</sup>  Fall Festival (Annual Faculty &amp; Staff Picnic) - October 20<sup>th</sup>  Fall Fest - October 22<sup>nd</sup></p> <p>8. <b><u>Promotion &amp; Tenure Task Force</u></b> Open Forum for all Faculty October 26<sup>th</sup> (Wednesday) @ 3:30 Library Education Room Some of the topics addressed thus far include: 1) pre and post tenure review; 2) tenure and promotion as one decision (as opposed to two); and 3) a university level P&amp;T Committee. Faculty are encouraged to join the conversation.</p> <p>9. <b><u>Recognition</u></b> The Office of Institutional Research and Effectiveness at Georgia College won Best Fact Book and Best IR Website as judged by the Southern Association for Institutional Research (SAIR).</p> <p>10. <b><u>Sponsoring GC Women Leaders to HERS</u></b> The Office of the Provost is in the process of receiving applications to</p>		
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	<p>sponsor GC women leaders to attend the 2017-2018 Higher Education Resource Services (HERS) Leadership Institute, a distinctive women's professional development program in higher education. Application deadline: November 4, 2016.</p> <p>11. <b>Questions</b></p> <p>a. Relative to the streamlined program review initiative from the USG, is the USG less interested in controlling and reviewing the replication of programs within the institutions comprising the USG? While this has not been stated formally, that is the impression we are getting from this new initiative.</p> <p>b. On the same topic, what process do curricular programs presently in the pipeline follow? As the new system doesn't officially launch until 1 Nov, such proposals continue with the current two-step Prospectus/Proposal process. That said, representatives of the GC Office of Academic Affairs will confer with the proposers of these curricular programs to educate them on the new process and discuss the pros and cons of which process will be most efficient for their respective programs.</p>		
<p><b>Executive Committee of the University Senate (ECUS)</b></p> <p><b>Chavonda Mills</b></p>	<p>1. <b>Motions</b> ECUS has no motions to submit for university senate consideration at its 21 Oct 2016 meeting.</p> <p>2. <b>Officers</b> The 2016-17 ECUS officers are Chavonda Mills (Chair), Nicole DeClouette (Vice-Chair) and Craig Turner (Secretary).</p>		

3. **Meeting** ECUS met on 7 Oct 2016 from 2:00pm to 3:15pm. The following topics were discussed.
- a. **Governance Retreat Report**  
Total Attendees: 66  
University Senators: 36  
Others on Committees: 21  
Guests: 9  
Retreat Evaluation
  - 34 completed survey
  - Posted on retreat websiteFinancial Report
  - Rock Eagle \$2077.00
  - Printing \$425.90
  - Supplies and Materials \$412.19
  - Transportation \$373.67
- b. **Standing Committee Officer Orientation** was held on Tuesday, Sept 6 with primary foci on navigating the new senate website and ensuring detailed documentation of standing committee meeting minutes.
- c. **Committee Operating Procedures**  
 ECUS reviewed their committee operating procedures and adopted them with a few editorial revisions.
- d. **Meeting with Department Chairs**  
 During their retreat, which was held on Friday, September 30, department chairs were provided with the following university senate updates:
  - i. Recently Endorsement of facets of the 2016-21 Strategic Plan
  - ii. Standing Committee Composition is being reviewed by committees.
  - iii. CAPC is working with IT, Registrar's Office, and Provost



	<p>Office to implement an electronic proposal routing process for approvals of proposals.</p> <p>iv. RPIPC is addressing numerous complaints regarding lack of parking for faculty and staff, particularly from the CoE faculty. <i>Department Chairs voiced similar complaints and added 1) Beeson construction workers parking in faculty spaces, 2) removal of handicap parking from library walkway, 3) need for policy on parking of golf carts, and 4) faculty/staff parking pass fee increase this year.</i></p> <p>v. FAPC is addressing a concern regarding best practices in holding office hours with students. Specifically, should faculty keep their doors open when meeting with students to ensure safety of both parties? <i>Department Chairs stated that USG has a policy regarding office hours (the policy could not be located). A question regarding policies for virtual office hours was raised considering the increase in online instruction - particularly for graduate programs.</i></p> <p>vi. Improving Communication to the University Community – the university senate will publish a monthly newsletter following university senate meetings.</p>		
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	<p><i>Department Chairs stated their Elected Faculty Senators (EFSs) provide oral reports during department meetings and written reports, if absent from the meeting. Voiced concerns regarding requirements for service as EFS (two years at GC) - senior faculty are hesitant to serve and, if junior faculty don't meet requirements, department chairs must volunteer to serve as EFS.</i></p> <p>vii. Should Chairs Council be included formally in university governance? <i>Department Chairs say NO!</i></p> <p>viii. Should Department Chairs be eligible to serve as an EFS? <i>Department Chairs say YES! (see, for example item vi feedback)</i></p> <p>e. <b><u>Presiding Officer Elect Report</u></b></p> <p>i. University System of Georgia Faculty Council (USGFC) meeting will take place on Fri 28 Oct 2016 at Darton College.</p> <p>ii. There is one revision to the slate of nominees: Replace Jenny Harris with Jennifer Townes as APC committee member.</p> <p>f. <b><u>Items for Routing</u></b></p> <p>i. Distance Education Policy will be routed to APC to consider proposed revisions to the procedures that supplement the policy.</p> <p>ii. Termination of the Institutional Overlays as a Graduation Requirement will be routed to SoCC to review change and report</p>		
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	<p>whether or not change is consistent with the GC unique core and Liberal Arts mission.</p> <ul style="list-style-type: none"> <li>iii. Faculty/staff parking fee increase and policy on issuing guest parking passes routed to RPIPC.</li> <li>iv. Consider Common Syllabus Statement on Fire Drills be expanded to emergencies other than just fire was routed to APC</li> </ul> <p>g. <b><u>Review of Tasks Requiring Follow-up from 2015-2016 ECUS Annual Report</u></b> Members of ECUS were assigned tasks, some of which emerged as follow-up from the 2015-2016 ECUS Annual Report.</p> <ul style="list-style-type: none"> <li>i. Susan Steele agreed to draft a report template to assist Standing Committee Chairs (SCC) with reports for ECUS-SCC meetings</li> <li>ii. Craig Turner will review University Senate Bylaws and the PPPM (Policies, Procedures and Practices Manual)</li> <li>iii. Shaundra Walker will follow-up with GC Story Archivist</li> <li>iv. Chavonda Mills will explore establishing a university senate foundation account</li> <li>v. The University Senate representatives serving on university-wide committees will be required to provide a written or oral report to keep the university senate informed on the activities of the committee on which they represent the university senate.</li> </ul>		
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	<p>h. <b><u>Subcommittee on Nominations Appointments</u></b> ECUS made the appointments to SCoN complying to the letter of the minimal membership called for in the university senate bylaws and adhered to the recent practice of appointing the Presiding Officer Elect (Nicole DeClouette) to serve as SCoN chair.</p> <p>i. <b><u>University Senate Newsletter</u></b> President Dorman will be the Spotlight feature in the first university senate newsletter. There was a recommendation to change the photo on the front page of the draft which was shared with ECUS. Chavonda Mills will work with Terrell Davis (a student) to prepare a draft and then forward the draft for review to both Executive Committee and University Communications.</p> <p>j. <b><u>University Committees and Task Forces with University Senate Representatives</u></b> ECUS reviewed the current vacancies for university senate representatives and recommended strategies, and in some cases nominees, to fill these vacancies.</p> <p>k. <b><u>Election Oversight</u></b> ECUS voted to approve the apportionment of elected faculty senator positions to academic units and noted there was no change from the apportionment made in 2015-2016.</p> <p>l. <b><u>Consent Agenda</u></b> A consent agenda is a practice that groups both <i>routine business items</i> and <i>reports</i> into one</p>		
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	<p>agenda item. The consent agenda can be approved in one action, rather than a separate motion for each item. This practice can move routine items along quickly so that there is more time for deliberation of more substantive business. Anticipated contents of the university senate consent agenda are informational items deemed noncontroversial. The executive committee intends to propose the adoption of the practice of using a consent agenda for university senate consideration.</p> <p>m. <b><u>Information Items</u></b> included updates on both online exam proctoring and graduate research assistant classification, the migration of each of the eleven university senate email lists xx@list.gcsu.edu to a correspondingly named Office365 distribution group xx@gcsu.edu, an update on the university senate electronic presence, the university senate budget (balance \$1711.24). The interested reader is directed to the minutes of the 7 Oct 2016 ECUS meeting for details.</p>		
<p><b>Academic Policy Committee (APC)</b></p> <p><b>Carol Sapp</b></p>	<ol style="list-style-type: none"> <li>1. <b><u>Motions</u></b> APC has no motions to submit for university senate consideration at its 21 Oct 2016 meeting.</li> <li>2. <b><u>Officers</u></b> The 2016-17 APC officers are Carol Sapp (Chair), Mike Gleason (Vice-Chair) and David McIntryre (Secretary)</li> <li>3. <b><u>No Oral Report</u></b> While APC Chair Carol Sapp was unable to attend this meeting and thus provided no oral report at this</li> </ol>		

meeting, she did provide a written report for inclusion in these minutes.

4. **Meeting** APC met on 7 Oct 2016 from 2:00pm to 3:15pm. The following topics were discussed.
  - a. **Previous Items** Carol J. Sapp provided a review of the highlights of the minutes taken at the APC committee session of the 2016 Governance Retreat, as well as the committee operating procedures adopted at the Governance Retreat.
  - b. **Admissions**
    - i. Allison Shepherd, Assistant Director of Admissions at GC, gave an overview of admissions procedures for incoming freshmen: application, fee, two essays unique to GC (specific topics given), ACT or SAT score, High School transcript, resumé, recommendations, demonstrated student interest in GC.
    - ii. For transfer students: application and transcripts, 2.5 GPA, more than 30 credit hours (University housing not mandatory in excess of 12 credit hours). Application deadline: Nov. 1.
    - iii. The review process is holistic, taking into account extracurricular activities, work and volunteer experiences, and explores why the student is specifically interested in GC or the Liberal Arts.
    - iv. The review process is major-blind.

	<ul style="list-style-type: none"> <li>v. Allison discussed marketing/recruitment. The Admissions Office sends out messages to prospective students, emphasizing student research opportunities and highlighting success stories of current and past students.</li> <li>vi. The Committee discussed diversity, international students (including concerns about increased tuition fees).</li> <li>vii. Allison explained the roles of Admissions staff members and their competencies: <ul style="list-style-type: none"> <li>1) Ramon Blakly (Director);</li> <li>2) Allison Shepherd (Assistant Director; Logistics/Processing; supervises four staff members);</li> <li>3) Will Brown (Associate Director; based in ATL area, out of state recruitment; supervises two regular recruiters);</li> <li>4) Jessica Gore (Associate Director, based in Milledgeville; recruitment in rural Georgia and Coast);</li> <li>5) Javier Francisco (Associate Director of Enrollment Management, GLIMPSE program, i.e. minority recruitment efforts).</li> </ul> </li> <li>viii. In addition to Admissions, the GC Office of Communications also does advertising targeting prospective students.</li> </ul>		
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	<p>c. <b><u>Online Courses</u></b> The APC discussed online courses: procedures, resources, plagiarism. Rodica Cazacu reports that her department (Math) is using Proctor U to prevent student cheating (at no fee to students). The Committee decided to invite Jeanne Sewell to one of our upcoming meetings to further discuss issues pertaining to online classes.</p> <p>d. <b><u>Future Issues</u></b> APC postponed to future meetings deliberation on the following:</p> <ul style="list-style-type: none"> <li>i. discussion of confidentiality issues (e.g. UG students grading);</li> <li>ii. the issue of whether students can serve on university senate committees (is this a decision that should be made for all university senate committees, not just APC?);</li> <li>iii. the question of how many times a student can attempt courses needed for graduation</li> <li>iv. how many courses are left to complete a degree when permission is obtained to walk at graduation (possibility of inviting a member of the Registrar's Office to a future meeting).</li> </ul>		
<p><b>Curriculum and Assessment Policy Committee (CAPC)</b></p> <p><b>Lyndall Muschell</b></p>	<p>1. <b><u>Motions</u></b> CAPC has eight motions to submit for university senate consideration at its 21 Oct 2016 meeting. The topics of these motions are provided below in 3.b.</p> <p>2. <b><u>Officers</u></b> The 2016-17 CAPC officers are Lyndall Muschell (Chair), Angel Abney (Vice-Chair) and Josie Doss (Secretary).</p>		



	<p>3. <b><u>Meeting</u></b> The Curriculum and Assessment Policy Committee met on 7 Oct 2016 from 2:00pm to 3:15pm. The following topics were discussed.</p> <p>a. <b><u>Operating Procedures</u></b> were adopted.</p> <p>b. <b><u>Motions</u></b> The following Action Items were deliberated and voted upon. The result of these votes documenting CAPC actions are given below.</p> <ul style="list-style-type: none"> <li>i. Master of Music Education MMED - Online Delivery - unanimous approval</li> <li>ii. Master of Arts in Teaching - Music Education - New Program - unanimous approval</li> <li>iii. Master of Education in Middle Grades - Rename, Modify Existing - unanimous approval</li> <li>iv. Master of Arts in Teaching Middle Grades Education - Change of Delivery Format - unanimous approval</li> <li>v. Women's Studies Minor - Name Change - unanimous approval</li> <li>vi. Department of Marketing - Name Change - unanimous approval</li> <li>vii. Establishment of the Department of Professional Learning and Innovation - unanimous approval</li> <li>viii. Establishment of the Department of Teacher Education - unanimous approval</li> <li>ix. Deactivation of the B.S. in Outdoor Education - Will not be sent before the university senate for debate.</li> </ul>		
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|  | <p>c. <b><u>Information Items</u></b> The following information items were shared with the committee and will be documented in the CAPC minutes.</p> <ul style="list-style-type: none"><li>i. Ed.S. in Special Education - Modification of Existing Program - Changes are to be made in the program of study for the Ed.S. in Special Education. These changes will not affect the number of hours in the program but will reduce the number of semesters necessary for completion from 5 to 4. In addition, the start date for the program will change from Fall to Summer. The rationale is to increase interest and improve the long-term viability. Effective date Summer 2017.</li><li>ii. MAT in Special Education - Modification of Existing Program - Changes will impact the course requirements for the program. Changes will reduce the program hours from 45 to 42 and will reduce the number of semesters required for completion from 5 to 4. In addition, the start date for the program will change from Spring to Summer. Changes allow the program to align with Professional Standards Commission rules which call for teachers with Provisional Certificates to complete the edTPA in the third semester of the program. Effective date Summer 2017.</li></ul> |  |  |
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- d. **SoCC Report to CAPC** will be sent by Mary Magoulick
- e. **Announcements and New Business** included the following:
  - i. **Online Exam Proctoring** (Shared as an Information Item by Dale Young) For the past two summers Georgia College has tested the online exam proctoring service ProctorU. Feedback from the one using department has been positive. Jeanne Sewell, Chavonda Mills, and Dale Young participated in a demonstration of ProctorU September 13. We will review one other similar product on September 29, but GC has not made a formal decision regarding adoption and wide-spread implementation of any product of this nature.  
We anticipate creating a course code to use within Banner so there is a formal way to notify students about the possibility that one or more exams in their summer online course could be monitored through an online service.  
Given that this is a zero-tuition-increase year, GC is not in a position to consider underwriting a dramatic expansion in usage of this or some other exam proctoring product across campus for use in online summer courses, thus Academic Affairs will need to review any new requests that come in for usage.

	<p>ii. <b><u>Guidelines for Submission of Curriculum Changes</u></b> Kay Anderson, Dale Young, Costas Spirou, and Lyndall Muschell met on August 25, 2016, to discuss the guidelines for submission of curriculum changes and approval process. As a result the attached flow chart was developed. This represents only minor changes from the existing process. The most significant is that new courses, course changes, program or study changes, or changes to existing programs originating at the department level will be sent by the Dean of the unit to the Associate Provost, Registrar, University Senate Presiding Officer, and CAPC Chair.</p> <p>iii. <b><u>Timing of Graduate Council Meetings</u></b> Impact on Approval Process - Committee members discussed the timing of meetings for Graduate Council and the impact on CAPC. Currently, Graduate Council meets the Friday immediately before the scheduled CAPC meetings. The concern is related to the time sensitive nature of curriculum items - both action items and information items. The current expectation or practice is that the CAPC chair is informed early in the week of the actions taken by Graduate Council and proposal are forwarded for</p>		
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	<p>distribution to CAPC members for review in the upcoming Friday meeting. Many proposals are lengthy with nuances based within specific disciplines. Not only do CAPC members need to thoroughly review the proposals, but also it is desirable to have representatives from respective programs attend the CAPC meeting when that program is reviewed. This review, development of the CAPC agenda, and sharing the agenda with prospective representatives must take place within an extremely short period of time. CAPC's role in the review of curriculum changes is a strong component of shared governance; however, under the existing schedule, this role is extremely hard to fulfill in a timely manner. CAPC proposes to ask Graduate Council to move the time of their meeting back one week to allow more time for review and to recommend the time for Graduate Council meetings to be designated and included on future Governance Calendars.</p>		
<p><b>Subcommittee on the Core Curriculum (SoCC)</b>  <b>Mary Magoulick</b></p>	<ol style="list-style-type: none"> <li>1. <b><u>Motions</u></b> SoCC has no motions to submit for university senate consideration at its 21 Oct 2016 meeting.</li> <li>2. <b><u>Officers</u></b> The 2016-17 SoCC officers are Mary Magoulick (Chair), Brandon Samples (Vice-Chair) and Kay Anderson (Secretary).</li> </ol>		

3. **Meetings** The following summarizes SoCC activity at its recent meetings.
- a. **GC2Y Sections** SoCC approved two new proposals for GC2Y sections since last Spring.
    - i. Dr. Amanda Reinke, the anthropologist in Government and Sociology is teaching “Unnatural Disasters.”
    - ii. Dr. Alex Blazer in English & Rhetoric proposed “Global Horror,” which SoCC approved.
    - iii. **NOTE:** These are the only proposals for Area B sections that SoCC received since the Spring and part of only very few overall proposals received by SoCC (for 1Y & 2Y) for the last few academic years.
  - b. **Possibilities** SoCC has been meeting regularly to discuss assessment issues, possible forums for people teaching in Area B, possible training sessions for submitting proposals, new forms for reviewing proposals, and possible changes to other parts of the core.
  - c. **Area B** SoCC voted to initiate a process of reviewing sections in Area B that have been taught for at least four years. We are currently working on the forms to begin the process this year with the Provost’s Office’s approval.
  - d. **Area D** SoCC voted to approve a proposal – brought to us by JF Yao (our D3 rep) – that Computer Science (CS) classes be added to the science

	<p>major portion of Area D. Originally he asked for these CS classes to be added to all of Area D (currently it is only an option for non-science majors), but after discussion with representatives from other areas and the registrar, it was determined that the only students who would have any flexibility to choose those CS sections would likely be Biology majors, so that is the area of the core the CS program hopes to add their courses to. Professor Yao is preparing his proposal to be forwarded to CAPC (on forms they require). He and his department understand that the proposal will have to make it all the way through the governance process and up to the Board of Regents to take effect.</p> <p>e. <b><u>Area B Sections Invited</u></b> Please spread the word to qualified faculty that we are ready to review new proposals for Area B sections. Proposals must be reviewed and signed by the faculty member's Chair and Dean before submission to SoCC.</p> <p>f. <b><u>Online Tools</u></b> We have streamlined our online presence since last year (to exclusively the website rather than both the website and a D2L course). We request that faculty now seek all forms and information related to SoCC (including how to propose teaching a section of GC1Y or GC2Y) on our website (through Unify): <a href="https://intranet.gcsu.edu/socc">https://intranet.gcsu.edu/socc</a></p>		
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<p><b>Faculty Affairs Policy Committee (FAPC)</b></p> <p><b>Alex Blazer</b></p>	<ol style="list-style-type: none"> <li>1. <b><u>Motions</u></b> FAPC has no motions to submit for consideration by the university senate at its 21 Oct 2016 meeting.</li> <li>2. <b><u>Officers</u></b> The 2016-17 FAPC officers are Alex Blazer (Chair), Tom Toney (Vice-Chair) and David Johnson (Secretary).</li> <li>3. <b><u>Meeting</u></b> The Faculty Affairs Policy Committee of the university senate met on 7 Oct 2016 from 2:00pm to 3:15pm and the following items were discussed. <ol style="list-style-type: none"> <li>a. <b><u>Faculty Credentials</u></b> Following up on last year's committee discussions regarding the credentialing of faculty with international degrees, Jason Wynn from the International Education Center presented how the credentialing process works in general and with students in particular. Committee member Carrie Cook reported on her conversation with Interim Provost Spirou regarding how the faculty credentialing process works in Academic Affairs. With most of our questions answered, the committee decided to table further discussions.</li> <li>b. <b><u>Tenure and Promotion Task Force</u></b> FAPC representatives on the Tenure &amp; Promotion Task Force, Ryan Brown and David Johnson, reported that the task force is hosting a series of six open forums on their listening tour, two of which are still to come. Watch for event details in Front Page.</li> <li>c. <b><u>Parking</u></b> A concern was raised regarding the parking situation, and committee chair Alex Blazer noted he</li> </ol> </li> </ol>		
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	<p>is one of two university senate representatives (Tom Toney is the other one) on the Parking &amp; Transportation Advisory Committee (PTAC) and requested a solution to the problem.</p> <p>d. <b><u>Postponed Deliberation</u></b> Due to time issues, Alex Blazer will email two reports to the committee providing his findings on two issues carried over from discussions with Provost Brown last year: the committee’s review of teaching evaluation surveys and the committee’s consideration of peer teaching evaluations. First, there is a short form of the SRIS/IDEAS that the committee can review. Second, universities have a range of peer teaching evaluation policies.</p> <p>e. <b><u>Next Meeting</u></b> During our next meeting, we will discuss two items that we did not have time to discuss today: Provost Brown’s February memo to Deans and Directors and faculty rights and responsibilities while off-contract.</p>		
<p><b>Resources, Planning and Institutional Policy Committee (RPIPC)</b></p> <p><b>Jan Hoffmann Clark</b></p>	<ol style="list-style-type: none"> <li>1. <b><u>Motions</u></b> RPIPC has no motions to submit for university senate consideration at its 21 Oct 2016 meeting.</li> <li>2. <b><u>Officers</u></b> The 2016-17 RPIPC officers are Jan Hoffmann Clark (Chair), Susan C. Allen (Vice-Chair) and Emily Gomez (Secretary).</li> <li>3. <b><u>Meetings</u></b> The Resources, Planning and Institutional Policy Committee met on 7 Oct 2016 from 2:00pm to 3:15pm.</li> </ol>		

	<p>a. <b><u>Operating Procedures</u></b> The committee voted to approve our committee operating procedures for 2016-2017.</p> <p>b. <b><u>Parking</u></b> The balance of the RPIP meeting time was consumed by a discussion on employee parking issues.</p>		
<p><b>Student Affairs Policy Committee (SAPC)</b></p> <p><b>Heidi Fowler</b></p>	<p>1. <b><u>Motions</u></b> SAPC has no motions to submit for university senate consideration at its 21 Oct 2016 meeting.</p> <p>2. <b><u>Officers</u></b> The 2016-17 SAPC officers are Heidi Fowler (Chair), Ben McMillan (Vice-Chair) and Simplice Tchamna-Kouna (Secretary).</p> <p>3. <b><u>Meeting</u></b> The Student Affairs Policy Committee met on 7 Oct 2016 from 2:00pm to 3:15pm. The following topics were discussed.</p> <p>a. SAPC received notification from a faculty member requesting that the committee review two (2) items of business:</p> <p>1) the use of program fees and tuition for GC study abroad programs and</p> <p>2) if employees can/should be “forced” to sign confidentiality agreements (with regard to the study abroad program).</p> <p>b. Once these issues were presented to the members of SAPC, we decided that we were not the appropriate committee to review these items and that we would refer these items to ECUS.</p> <p>4. <b><u>ECUS-SCC Deliberation</u></b> There was consensus by those present to steer these two items to ECUS for consideration and review.</p>		

<p><b>Subcommittee on Nominations (SCoN)</b></p> <p><b>Nicole DeClouette</b></p>	<ol style="list-style-type: none"> <li>1. <b><u>Motions</u></b> SCoN has one motion to submit for university senate consideration at its 21 Oct 2016 meeting proposing a revision to the slate of committee members. Details are provided in item 2.a of this report.</li> <li>2. <b><u>Officers</u></b> The 2016-17 SCoN officers are Nicole DeClouette (Chair), (No Vice-Chair position) and Craig Turner (Secretary). <ol style="list-style-type: none"> <li>a. <b><u>Committee Slate Motion</u></b> There has been one revision to the slate of nominees to the university senate committees. Jennifer Harris has resigned her position on APC. She will be replaced by Jennifer Townes as Library Volunteer to APC, effective 14 Sep 2016. Nicole DeClouette will be entering a motion into the online motion database and asking for the university senate to consider endorsing the revised slate at its 21 Oct 2016 meeting.</li> <li>b. <b><u>Apportionment</u></b> of elected faculty senator positions to academic units (college and the library) is complete. There are no changes to the numbers of elected faculty senators that were apportioned last year.</li> <li>c. <b><u>EFS Oversight</u></b> Nicole DeClouette is drafting the letters to the Deans and University Librarian regarding election expectations of elected faculty senators (EFSs) within their academic units (colleges, library).</li> </ol> </li> </ol>		
<p><b>V. Information Items</b> Actions/Recommendations</p>			

<b>VI. Unfinished Business</b> Review of Action & Recommendations, Provide updates (if any) to Follow-up			
<b>VII. New Business</b> Actions/Recommendations			
<b>Steering of Items to Committees</b>  <b>Chavonda Mills</b>	<ol style="list-style-type: none"> <li>1. <b><u>Parking Concerns</u></b> (annual parking fee increase for employee parking from \$80 to \$100, clarification of the policy on guest parking passes) were steered to RPIPC.</li> <li>2. <b><u>Distance Education Policy</u></b> was steered to APC with the following contextual information as recorded in the minutes of the 1 Apr 2016 and 7 Oct 2016 ECUS meetings.  <b><u>7 Oct 2016 ECUS: Distance Education Policy</u></b> <i>This item was brought to the attention of ECUS at its final meeting of the 2015-2016 academic year. Since that time was concurrent with the final meetings of the standing committees to which it might be steered, the steering of this item was referred to the 2016-2017 ECUS for consideration. The interested reader is referred to the 1 Apr 2016 ECUS minutes for additional detail. After a brief discussion, this item was steered to the Academic Policy Committee (APC) for review. Suggested revisions to the procedures should be communicated to Interim Associate Provost Dale Young by APC. Suggested revisions to the policy should be submitted as a motion for university senate consideration.</i>  <b><u>1 Apr 2016 ECUS: IDEAS Update</u></b> <i>Kay Anderson, University Registrar, was present, representing both Jeanne Sewell and Costas Spirou, to present an update from IDEAS (Instruction, Distance Education &amp; Advanced Services) on the</i> </li> </ol>		<ol style="list-style-type: none"> <li>1.</li> </ol>

*delivery of online courses. In short, the procedures to implement the Distance Education Policy adopted by the university senate as Motion 1213.APC.003.P are being streamlined. Specifically, the original procedure of approving separately each online course and each instructor for each section of online course being delivered had proved to be both cumbersome and redundant. The proposed procedure was to review faculty only once and grandfather in any faculty who had been approved for at least one online course since the inception of the Distance Education Policy.*

*Kay Anderson inquired if John R. Swinton had received the latest version of these procedures via email. John's response was that he hadn't. Kay indicated that she would send the latest procedures to John to disseminate to ECUS as an information item. These procedures are attached to these minutes as a supporting document.*

*A concern from the floor regarding the perception that the procedures had been developed without as much faculty involvement as had been anticipated at the outset was articulated. A recommendation to steer these latest procedures to the appropriate university senate committee(s) for review and exercise the advisory role (of the university senate on procedural matters) to the administration was made. Given that the final meetings of the 2015-2016 university senate committees were occurring at the time of this deliberation, it was recommended that this procedure be steered to one or more of the committees of the 2016-2017 university senate, and this action will be recommended to the 2016-2017 ECUS.*

3. **Institutional Overlay Termination** was steered to SoCC with the following contextual information as recorded in the minutes of the 1 Apr 2016 and 7 Oct 2016 ECUS meetings.

**7 Oct 2016 ECUS: Termination of the Institutional Overlays as a Graduation Requirement** *This item was brought to the attention of ECUS at its final meeting of the 2015-2016 academic year. Since that time was concurrent with the final meetings of the standing committees to which it might be steered, the steering of this item was referred to the 2016-2017 ECUS for consideration. The interested reader is referred to the 1 Apr 2016 ECUS minutes for additional detail. After a brief discussion, this item was steered to the Subcommittee on the Core Curriculum (SoCC) for consideration*

**1 April 2016 ECUS: Fate of Overlays** *John R. Swinton reported the following. With the BOR's elimination of the requirement of Core Curriculum Overlays (as reported in the Provost's report to University Senate on 18 Mar 2016) it appears that all global overlays are to be removed from Georgia College graduation requirements. This appears to be a curriculum change that was not approved by University Senate. I propose CAPC (with the help of SoCC) review this change and report to University Senate whether or not the change is consistent with the Georgia College unique core and Liberal Arts mission.*

*Given that the final meetings of the 2015-2016 university senate committees were occurring at the time of this deliberation, it was recommended that this matter be*

	<p><i>steered to one or more committees of the 2016-2017 university senate, and this action will be recommended to the 2016-2017 ECUS.</i></p> <p><i>It was noted that SoCC had been discussing this during the 2015-2016 academic year, yet a review informed by the lessons learned from implementing these overlays could be illuminating and productive. This matter is also being considered in the context of deliberations on the Liberal Arts Renewal Project which are ongoing and being administered as town hall meetings for interested university faculty.</i></p>		
<p><b>University Senate Agenda and Minutes Review</b></p>	<p>1. <b>Tentative Agenda 21 Oct 2016:</b> Based on the committee reports at this meeting</p> <p>a. <b>Motions</b> There will be up to nine motions on the agenda of the 21 Oct 2016 meeting of the university senate, specifically</p> <p>i. CAPC (8)</p> <ol style="list-style-type: none"> <li>1) Master of Music Education <i>MMED Online Delivery</i></li> <li>2) Master of Arts in Teaching - Music Education <i>New Program</i></li> <li>3) Master of Education in Middle Grades <i>Rename, Modifications</i></li> <li>4) Master of Arts in Teaching Middle Grades Education <i>Change of Delivery Format</i></li> <li>5) Women's Studies Minor <i>Name Change</i></li> <li>6) Department of Marketing in the College of Business <i>Name Change</i></li> <li>7) Department of Professional Learning and Innovation in the College of Education</li> </ol>	<p>The motion (circulate minutes) was approved.</p>	<ol style="list-style-type: none"> <li>1. Chavonda Mills to draft the tentative agenda of the 21 Oct 2016 meeting of the university senate.</li> <li>2. Motions to be entered into the online motion database by CAPC (8), SCoN (1).</li> <li>3. Craig Turner to circulate the DRAFT minutes of each of the three university senate meetings to university senators for review.</li> </ol>

	<p style="text-align: center;"><i>Establishment of this academic unit</i></p> <p>8) Department of Teacher Education in the College of Education <i>Establishment of this academic unit</i></p> <p>ii. SCoN (1)</p> <p>1) Committee Slate Revision <i>Jennifer Townes replaces Jennifer Harris as the Academic Policy Committee (APC) Library Volunteer</i></p> <p>b. <b>Reports</b> Administrative reports and committee reports will also be agenda items.</p> <p>2. <b><u>University Senate Minutes Review: A MOTION</u></b> <i>that the DRAFT minutes of three meetings, specifically</i></p> <ul style="list-style-type: none"> <li>• <i>the 22 Apr 2016 meeting of the 2015-2016 university senate,</i></li> <li>• <i>the 22 Apr 2016 organizational meeting of the 2016-2017 university senate, and</i></li> <li>• <i>the 16 Sep 2016 meeting of the 2016-2017 university senate,</i></li> </ul> <p><i>be circulated for university senator review was made and seconded.</i></p> <p><b><u>Discussion</u></b> Heidi Fowler requested that her attendance status be changed to <b>Present</b> for both of the meetings held on 22 April 2016. University Senate Secretary Craig Turner indicated that he would make these corrections to the attendance records prior to circulation.</p>		
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<b>VIII. Next Meeting</b> (Tentative Agenda, Calendar)			
<b>1. Calendar</b>	21 Oct 2016 @ 2:00pm Univ. Senate A&S 2-72 4 Nov 2016 @ 2:00pm ECUS in 301 Parks 4 Nov 2016 @ 3:30pm ECUS-SCC in 301 Parks		
<b>2. Tentative Agenda</b>	Some of the deliberation today may have generated tentative agenda items for future ECUS and ECUS-SCC meetings.		Chavonda Mills to ensure that such items (if any) are added to agendas of an ECUS and/or ECUS-SCC meeting in the future.
<b>IX. Adjournment</b>	As there was no further business to consider, a <b>MOTION</b> to adjourn the meeting was made and seconded.	The motion to adjourn was approved and the meeting adjourned at 5:00 pm. <i>Note that a motion to extend the duration of the meeting by up to fifteen minutes (allowing adjournment as late as 5:00pm) was made, seconded and approved immediately preceding the SoCC Report.</i>	

**Distribution:**

First; To Committee Membership for Review

Second: Posted to the Minutes Website

**Approved by:** \_\_\_\_\_

Committee Chairperson (Including this Approval by chair at committee discretion)

**COMMITTEE NAME:** EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS) WITH STANDING COMMITTEE CHAIRS  
**COMMITTEE OFFICERS:** CHAVONDA MILLS (CHAIR), NICOLE DEClOUPETTE (VICE-CHAIR), CRAIG TURNER (SECRETARY)  
**ACADEMIC YEAR:** 2016-2017

**AGGREGATE ATTENDANCE RECORD FOR MEETINGS OF THE EXECUTIVE COMMITTEE AND STANDING COMMITTEE CHAIRS**  
**“P” denotes Present, “A” denotes Absent, “R” denotes Regrets**

*Note: 2 Sep 2016 meeting canceled due to University officially closing (tropical storm)*

Acronyms	EFS = Elected Faculty Senator; CoAS = College of Arts & Sciences, CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences									
Meeting Dates	09-02-16	10-07-16	11-04-16	12-02-16	02-03-17	03-03-17	03-31-17	Present	Regrets	Absent
Nicole DeClouette <i>EFS; CoE; ECUS Vice-Chair</i>	N/A	P						1	0	0
Steve Dorman <i>University President</i>	N/A	R						0	1	0
Chavonda Mills <i>EFS; CoAS; ECUS Chair</i>	N/A	P						1	0	0
Costas Spirou <i>Interim Provost</i>	N/A	P						1	0	0
Susan Steele <i>EFS; CoHS; ECUS Member</i>	N/A	P						1	0	0
John R. Swinton <i>EFS; CoB; ECUS Chair Emeritus</i>	N/A	P						1	0	0
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	N/A	P						1	0	0
Shaundra Walker <i>EFS; Library; ECUS Member</i>	N/A	P						1	0	0
Carol Sapp <i>EFS; CoHS APC Chair</i>	N/A	R						0	1	0
Lyndall Muschell <i>EFS; CoE; CAPC Chair</i>	N/A	P						1	0	0
Alex Blazer <i>EFS; CoAS; FAPC Chair</i>	N/A	P						1	0	0
Jan Hoffmann Clark <i>EFS; CoAS, RPIPC Chair</i>	N/A	P						1	0	0
Heidi Fowler <i>EFS; CoHS, SAPC Chair</i>	N/A	P						1	0	0

CHAIRPERSON SIGNATURE

DATE \_\_\_\_\_-(Including this Approval by chair at committee discretion