

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

MEETING DATE & TIME: 4 NOVEMBER 2016; 3:30 –4:45

MEETING LOCATION: PARKS ADMINISTRATION BUILDING, ROOM 301

ATTENDANCE:

MEMBERS		“P” denotes Present, “A” denotes Absent, “R” denotes Regrets	
R	Alex Blazer (CoAS, FAPC Chair)	P	Carol Sapp (CoHS, APC Chair)
P	Jan Hoffmann Clark (CoAS, RPIPC Chair)	P	Costas Spirou (Interim Provost)
P	Nicole DeClouette (CoE, ECUS Vice-Chair)	P	Susan Steele (CoHS, ECUS Chair Emeritus)
R	Steve Dorman (University President)	P	John R. Swinton (CoB, ECUS Chair)
P	Heidi Fowler (CoHS, SAPC Chair)	P	Craig Turner (CoAS, ECUS Secretary)
P	Chavonda Mills (CoAS, ECUS Vice-Chair)	P	Shaundra Walker (Library, ECUS Member)
P	Lyndall Muschell (CoE, CAPC Chair)		
GUESTS			
Tom Toney (FAPC Vice-Chair)			
	<i>Italicized text denotes information from a previous meeting.</i>		
	*Denotes new discussion on old business.		

AGENDA TOPIC	DISCUSSIONS & CONCLUSIONS	ACTION OR RECOMMENDATIONS	FOLLOW-UP {including dates/responsible person, status (pending, ongoing, completed)}
I. Call to Order	The meeting was called to order at 3:35 pm by Chavonda Mills (Chair)		
II. Approval of Agenda	A MOTION to approve the agenda was made and seconded.	The agenda was approved as circulated.	
III. Approval of Minutes	A MOTION to approve the minutes of the 7 Oct 2016 meeting of the Executive Committee with Standing Committee Chairs was made	The 7 Oct 2016 Executive Committee with Standing Committee Chairs meeting	

	and seconded. A draft of these minutes had been circulated to the meeting attendees via email with no revisions offered. Thus, the minutes had been posted as circulated.	minutes were approved as posted, so no additional action was required.							
IV. Reports									
President's Report President Dorman	As President Dorman had extended <i>Regrets</i> and was unable to attend the meeting, there was no President's Report.								
Provost's Report Interim Provost Spirou	<ol style="list-style-type: none"> <u>Center For Teaching and Learning</u> The Center for Teaching and Learning (CTL) at Georgia College is now in place (effective 1 Nov 2016) following extensive feedback from various stakeholders during the last six months that included faculty, department chairs, college deans, staff, students, and the University Senate. The CTL also received the approval of the Executive Cabinet. IDEAS and the Center for Faculty Development will be combined into the CTL and will be housed on the third floor of the Library. Jeanne Sewell will serve as the Interim Director of CTL. The Director will focus on organizational coordination among teaching, learning and technology support teams, expand instructional design capabilities, launch an Academic Coordinating Committee, and establish annual goals and priorities. A national search will begin in the fall of 2017 to identify a permanent director for the Center. <u>QEP Director Search</u> Our QEP Search Committee brought one candidate for a campus visit. The group is currently reviewing additional applications and will have a recommendation next week. <u>QEP Activities</u> (fully funded unless noted) <ul style="list-style-type: none"> Fall 2016 Mini Grants 6 FY17 Master Grants 3 Spring 2017 Mini Grants Tentative 5 Fall 2016 Courses with C-bEL Designation 6 FY16 Master Grant Continuations 3 FY16 Mini Grants continuing C-bEL Projects Fall 2016 (without funding) 3 FY16 Mini Grants continuing C-bEL Projects Spring 2017 (without funding) 4 Total Memos of Understanding (MOUs) Signed with Community Partners 14 <u>Times Talk Programming (Fall 2016)</u> <table border="1" data-bbox="585 1334 1497 1440"> <thead> <tr> <th>Date</th> <th>Facilitator</th> <th>Topic</th> </tr> </thead> <tbody> <tr> <td>8/24/16</td> <td>Melissa Gerrior, Women's Center</td> <td>History of Women in Politics/Voting Rights</td> </tr> </tbody> </table> 	Date	Facilitator	Topic	8/24/16	Melissa Gerrior, Women's Center	History of Women in Politics/Voting Rights		
Date	Facilitator	Topic							
8/24/16	Melissa Gerrior, Women's Center	History of Women in Politics/Voting Rights							

8/31/16	Sara Doude, Mitchell Jones	Community-police relations
9/7/16	Pate McMichael	Does GA College Need a Freedom of Expression Policy
9/14/16	Juli Kittinger	Islamophobia
9/21/16	Matt Roessing, Deitrah Taylor	Campus Carry and Religious Freedom
9/28/16	Steve Elliott-Gower	Post-Brexit Britain
10/5/16	Project BRAVE	Intimate Partner violence
10/12/16	Cynthia Alby	What should excellent college teaching look like?
10/19/16	Donovan Domingue	Have we completed our planet discoveries without even seeing them?
10/26/16	Jennifer Townes	The Scholarly High Seas: Pirated Research in the Age of Open Access
11/2/16	Shaundra Walker	Should students of color attend Minority-Serving Institutions (MSIs)
11/9/16	Ariel Gratch	Did my vote matter?
11/16/16	Eryn Viscarra	LGBT inequality
11/30/16	Amanda Reinke and students	Disaster reporting

5. **Fall 2016 GC Surveys**

- HERI faculty survey (Deadline November 4th)
- Noel Levitz Student Satisfaction Inventory (Deadline November 15th)

6. **Provost Programming** The *2016-2017 Provost Lecture Series* 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.

November 16, 2016 – Museum Education Room (12:00-1:00PM)

Negotiating Health: Public Health Campaigns and Economic Development in Rural Mexico, 1940s-1960s

Stephanie Baker Opperman, Ph.D.,

Assistant Professor of History, Department of History and Geography

This lecture pursues the evolution of mid-twentieth century rural health campaigns as part of the Mexican state's larger economic development and community participation agenda. I argue that while the programs produced only temporary improvements to the well-being of rural citizens, the unprecedented collaborations between state officials and

rural leaders in this period changed the dynamic of state intervention in rural Mexico.

7. **Georgia College LEAP Initiative** The Liberal Arts Council held its first meeting on October 26th and during that session they finalized the scope, duties, and composition of the Council. The work of the group will be informed by the GC Strategic Plan and will explore (1) the role of transformative experiences for GC students, and (2) how to support the integration of LEAP initiatives. Cynthia Alby and Jeanne Sewell are participating in the USG's Faculty Learning Communities (FLC) program and LEAP (Liberal Education and America's Promise, a USG Initiative) is the topic of the program this year. They attended their first meeting in October and brought back many ideas about how to implement LEAP initiatives here at GC.
8. **SRIS Student Video** In an effort to improve the student response rates of the course evaluation process, the Office of the Provost is developing a short video clip to encourage student participation. A Mass Communication Practicum student is working with Dr. Bragg, 2016-2017 Provost Fellow, to develop this video which will be included as a link in the communication to students.
9. **International Education (IE) Center Strategic Plan** The IE Center is developing a Strategic Action Plan (2017-2022) that focuses on (1) Education Abroad, (2) Student & Scholar Exchange, (3) Degree Seeking Students, (4) International Partnerships, (5) International Development Project, (6) International Education & Research (faculty support), etc. The Plan will be completed at the end of the Fall 2016 term.
10. **2016 First-Time Cohort (Source IR)** Average H.S. GPA of 3.469. The group represents 102 of the 159 counties in Georgia (99 counties in 2015) and from 15 other countries (Germany, Philippines, Belgium, Canada, South Africa, Denmark, Republic of Korea, Venezuela, Italy, Trinidad and Tobago, Panama, Zambia, Nigeria, China and United Kingdom).
11. **Promotion & Tenure Task Force Open Forums** Open Forums for all faculty were completed. The Task Force is currently assembling the information received and will hold a meeting to identify next steps.
12. **Sponsoring GC Women Leaders to HERS** A committee of past Higher Education Resource Services (HERS) participants will be meeting to identify a GC nominee to this leadership development program.

13. **STEM and HOPE** Course weights are 0.5 more (B, C, or D) towards the GPA calculation for HOPE for selected courses (effective January 1, 2017 for this USG initiative). Georgia College Courses: BIOL 1107, BIOL 1107L, BIOL 1108, BIOL 1108L, BIOL 2100, BIOL 2160, BIOL 2170, BIOL 2180, CHEM 1211, CHEM 1211L, CHEM 1211K, CHEM 1212, CHEM 1212L, CHEM 1212K, CHEM 1311, CHEM 1311L, CHEM 1312, CHEM 1312L, CHEM 2800, CHEM 2800L, CHEM 3361, CHEM 3361L, CHEM 3362, CHEM 3362L, CHEM 3510, CHEM 3510L, CSCI 1301, CSCI 1302, CSCI 2350, ENSC 2000, GEOL 1121, GEOL 1121L, MATH 1113, MATH 1261, MATH 1262, MATH 2150, MATH 2263, MATH 2600, PHYS 1111, PHYS 1111L, PHYS 1112, PHYS 1112L, PHYS 2211, PHYS 2211L, PHYS 2212, PHYS 2212L.
14. **Student Medallion Graduation Recognition** We are in the process of determining a way to recognize the Medallion Award winners during graduation. These are the highest achieving students representing each college. CoAS (3 winners); CoB, CoE and CoHS (1 winner in each).
15. **Contract Addendums** Working to developing an electronic process which will now include:
- Tracking ability
 - Transparency
 - Electronic approvals through DocuSign
 - E-records – eliminating manual scanning and distribution
16. **Student Travel** The Provost's Office is examining the various sources of funds supporting undergraduate research via student travel:
- MURACE helps to fund student research
 - SGA helps to funds student enrichment
 - Departments with available funding will be the payer of last resort
17. **Annual Summary of Faculty Research Publications**
- This is separate from the Faculty Scholarship Showcase
 - Will be by college and for calendar years
 - Format is to be determined, but will highlight selected publications
18. **Low Producing Programs**
- Thresholds (rolling three year averages)
 - BA/BS 10 graduates;
 - MA/MS 5 graduates;
 - Professional/Doctorates 3 graduates;
 - Associate 5 graduates.

- These have been shared with the Graduate Coordinators. GC has a large number of graduate programs (28) as compared to others in the State University sector.
 - USG: 642 low producing programs in 2013; 383 in 2014; 303 in 2015; projected to have about 290 in 2016. Board of Regents is focusing on these low producing programs.
19. **College of Business - Department of Management** The Dean and the faculty in the College of Business are currently searching for a Chair in the Department of Management.
 20. **Complete College Georgia Report** was submitted to the USG on October 28th.
 21. **Institutional Research** The Georgia College Institutional Research department won awards for (1) Best Fact Book, and (2) Best IR website as judged by The Southern Association for Institutional Research (SAIR).
 22. **Director of Leadership Programs Search** A draft of the position description is in place and a search committee is under development. This is a very important position given our liberal arts mission and the identification of leadership development as a Transformative Idea.
 23. **Enrollment Update** *High School Counselors Day* at Georgia College is scheduled for November 15th. We currently have about 80 high school counselors from all over Georgia registered to attend. They will be welcomed by the President, go on a campus tour, hear information about Admissions, Financial Aid, Academic Advising and Housing and Student Life while here. The group will have an opportunity to meet with Deans, VPs and some key department chairs in high interest areas. The inaugural High School Counselor Advisory Board will meet following the event.
 24. **Georgia Collegiate Honors Council** The Georgia Collegiate Honors Council Directors Retreat took place at GC on November 4th.
 25. **5th Annual Southeast Regional Undergraduate Research Conference (GURC)** is taking place at Georgia College (November 4th and 5th). 162 students from all over Georgia are presenting along with 84 faculty mentors. Thank you to the Host Campus Committee members for their efforts: Jennifer Flory, Jennifer Hammack, Whitney Heppner, Robin Lewis, Kalina Manoylov, Rebecca McMullen, Christine Mutiti, Doreen Sams, Emily Simonavice and Steve Jones.

<p>Executive Committee of the University Senate (ECUS)</p> <p>Chavonda Mills</p>	<ol style="list-style-type: none"> 1. <u>Motions</u> ECUS has no motions to submit for university senate consideration at its 18 Nov 2016 meeting. 2. <u>Officers</u> The 2016-17 ECUS officers are Chavonda Mills (Chair), Nicole DeClouette (Vice-Chair) and Craig Turner (Secretary). 3. <u>Meeting</u> ECUS met on 4 Nov 2016 from 2:00pm to 3:15pm. The following topics were discussed. <ol style="list-style-type: none"> a. <u>Presiding Officer Report to ECUS</u> <ol style="list-style-type: none"> i. <u>Newsletter</u> Inaugural university senate e-Newsletter was published on Frontpage and the university senate website on 4 Nov 2016. A tab for Newsletters needs to be added to the university senate website for archiving the current and future editions. I've received several emails from faculty expressing appreciation for this e-Newsletter. <i>Note: During the preparation of these minutes, it is noted that Newsletter has been added to the About University Senate menu in the left margin of senate.gcsu.edu which links to a repository of all issues of the e-newsletter</i> ii. <u>Committee Operating Procedures</u> Operating Procedures have been received from APC, CAPC, ECUS, FAPC, RPIP, SAPC, and SoCC and are hereby reflected in university senate records and posted to senate.gcsu.edu. 		
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	<p>iii. <u>Standing Committee Composition</u> A follow-up email was sent to standing committee chairs requesting an update of their review of committee composition. Chairs were asked to report whether or not changes were proposed. If so, they were reminded that ECUS is willing to assist in updating pertinent bylaws.</p> <p>i. <u>Presiding Officer Elect Report</u> POE represented GC at the Fall 2016 University System of Georgia Faculty Council (USGFC) meeting on October 28 at Darton State College. Meeting highlights were shared and a detailed USGFC report will be provided as a supporting document to the 4 Nov 2016 ECUS meeting minutes.</p> <p>i. <u>Searches for Administrators</u> There was much concern at the USGFC meeting regarding the lack of faculty input in presidential and chancellor searches. This is relevant right now because USG Chief Academic Officer Houston Davis was just named President of Central Arkansas, vacating his position as the Executive Vice Chancellor of Academic Affairs and the Chief Academic Officer of the USG.</p> <p>ii. <u>Feedback Requested</u> Victoria Smith-Butler chairs the USGFC and wants to know our position about drafting a letter to Dr.</p>		
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	<p>Wrigley and the BoR asking for a national search, stating the importance of faculty input in this selection, and requesting to be a part of the process.</p> <p>iii. <u>ECUS Deliberation</u> As this feedback was requested by 4pm today, ECUS responded to the request. The members of ECUS recommended (with no dissenting voice) the drafting of the letter as proposed by USGFC Chair Victoria Smith-Butler. One of the reasons for this support was that the university senate recently adopted the AAUP Redbook as its guiding principles and the AAUP recommends national searches for such positions.</p> <p>iv. <u>Undocumented Students</u> The POE also requested support of a resolution on tuition fees for undocumented students and will send an email to the university senate for feedback.</p> <p>b. <u>Election Oversight</u> ECUS reviewed and approved the at-large elected faculty senator election procedures and timeline for the 2016-17 academic year.</p> <p>c. <u>SCC Reports for ECUS-SCC</u> Susan Steele drafted a reports template for ECUS-SCC reports that was described as “brilliant” and will be shared with SCC (Standing Committee Chairs) as well as university senate reps serving on university-wide committees.</p>		
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- d. **USGFC Representative** ECUS agreed that to ensure continuity, the US will have two USGFC reps: the POE as currently implemented and the election of an elected faculty senator rep with a two-year term of service. The Chair of SCoN will facilitate the election.
- e. **GC Story Archivist** With the recent hiring of library Digital Archivist, Holly Croft, the search for a GC Story Archivist is complete.
- f. **University Committees and Task Forces with University Senate Representatives** ECUS received a request from President Dorman to identify a university senate representative for the Wellness Center Transition Committee. The SCoN will facilitate the identification of this committee rep.
- g. **Foundation Account for US** To allow flexibility of purchases (e.g. food), the US (University Senate) will complete the required paperwork to establish a Foundation Account.
- h. **USG Policy on Minors** Artis Williamson delivered a presentation on the development of and current draft of the *Georgia College Procedures for Programs Serving Minors*. The submission of these procedures by President Dorman to the USG is required by 1 Jan 2017 per BoR Policy 12.9. The interested reader is directed to the 4 Nov 2016 ECUS minutes for additional detail.

	<p>i. <u>Program Fees and Tuition for Study Abroad</u> Following a program audit, GC addressed concerns and the program is now in compliance. No further action necessary.</p>		
<p>Academic Policy Committee (APC) Carol Sapp</p>	<p>1. <u>Motions</u> APC has no motions to submit for university senate consideration at its 18 Nov 2016 meeting.</p> <p>2. <u>Officers</u> The 2016-17 APC officers are Carol Sapp (Chair), Mike Gleason (Vice-Chair) and David McIntryre (Secretary).</p> <p>3. <u>Meeting</u> The Academic Policy Committee met on 4 Nov 2016 from 2:00pm to 3:15pm. The following topics were discussed.</p> <p>a. <u>Online Courses</u> Jeanne Sewell, Interim Director of the Center for Teaching and Learning (CTL), met with APC. Conversation points were:</p> <p>i. Mrs. Sewell communicated that a newsletter is being posted each Friday online with specific information about what is occurring with online teaching and learning. State item 9 related to Analysis was posted this week. The newsletter also includes faculty development information.</p> <p>ii. Communicated agreement was in place to have out of state online students as long as the criteria established in agreement were being met. The importance of adhering to guidelines was emphasized since the USG had paid \$7500 for GC to be part of this effort.</p>		

	<ul style="list-style-type: none">iii. Mrs. Sewell provided a definition of blended online courses after Dr. Gleason asked a question. She explained the faculty member has to have course content presented electronically and also teach face to face.iv. Also communicated that ProctorU was trialed by Math during the summer but it was expensive and not available across campus. Discussed other means of proctoring online students being utilized by nursing including proctors at libraries in different settings. Noted that Biometrics of the students was also a method that has been developed. Suggestion made to develop a tutorial to address integrity of online offerings. Mariana provided brief description of how the Math Department was using ProctorU, stating it worked very well. Student fee for ProctorU is \$12.v. Mrs. Sewell asked APC members for their perception of <i>what don't we have in place?</i> Suggestion made that a checklist with input from both the Registrar's Office and Legal would be helpful.vi. Mrs. Sewell communicated that GC is transitioning to CTL format similar to the format used at Vanderbilt, and an effort to hire two instructional designers is underway. The goal is to have two		
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	<p>instructional designers in place to assist faculty. Mrs. Sewell encouraged faculty to complete Quality Matters workshops, and noted they could be cited for faculty Promotion & Tenure.</p> <p>vii. Noted that Turnitin to detect plagiarism is in place in GaView.</p> <p>viii. Claire Sanders, Mariana Stoyanova, and Carol Sapp agreed to work with Mrs. Sewell with a module. Ms. Sanders noted that she had prepared an online module during the summer.</p> <p>b. <u>Emergency Policy</u> Discussed the required syllabus statements pertinent to “emergency policy” currently in place. Dr. Gleason and Dr. Previts will meet to write a motion to be placed on the agenda for the next APC meeting.</p> <p>c. <u>Student Member of APC?</u> Question was asked about the prospect of a student member of APC. Email containing information about this subject from earlier university senate minutes was shared with the APC members. Request made for Carol J. Sapp to consult with ECUS on this. Some discussion about whether a student, if appointed to APC, would be a voting or non-voting member. There was also some discussion about the benefits of having student perspective on the academic online topic.</p> <p><u>ECUS-SCC Deliberation</u> The topic of student membership on APC was</p>		
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	<p>discussed with the following points of conversation.</p> <ul style="list-style-type: none"> i. Motion 0809.EC.004.B proposing a university senate bylaws change to add a voting student member to the APC failed on a vote of 16 for and 17 against. The interested reader is directed to the minutes of the 23 Feb 2009 and 30 Mar 2009 university senate meetings. ii. All APC meetings are open meetings, meaning that any person (including students) can attend any APC meeting. iii. The SGA (Student Government Association) can direct resolutions to the university president and thus SGA has a mechanism to express opinions, recommendations, and concerns on any matter – including matters within the scope of APC – which the university president can and has steered to ECUS for assignment to a university senate committee. iv. The recent adoption of motion 1516.FAPC.002.R <i>The University Senate endorses the use of the current edition of the AAUP Policy Documents and Reports (Redbook) as the university guiding principles when developing or modifying policies and procedures</i> – noting the AAUP is American Association of University Professors – would include the Redbook <i>Statement on Government of Colleges and</i> 		
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	<p><i>Universities.</i> This statement articulates that <i>The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process.</i> These fundamental areas are in close alignment with the current scopes of the academic committees of the university senate (APC, CAPC, and FAPC), noting these committees presently have exclusively faculty as members.</p> <p>v. APC can and has consulted with students to ensure that the student perspective is considered and informs the development of policies pertaining to matters of student life which relate to the educational process.</p>		
<p>Curriculum and Assessment Policy Committee (CAPC)</p> <p>Lyndall Muschell</p>	<ol style="list-style-type: none"> 1. <u>Motions</u> CAPC has three motions to submit for university senate consideration at its 18 Nov 2016 meeting. The topics of these motions are provided below in 3.a. 2. <u>Officers</u> The 2016-17 CAPC officers are Lyndall Muschell (Chair), Angel Abney (Vice-Chair) and Josie Doss (Secretary). 3. <u>Meeting</u> The Curriculum and Assessment Policy Committee met on 4 Nov 2016 from 2:00pm to 3:15pm. The following topics were discussed. <ol style="list-style-type: none"> a. <u>Motions</u> The following Action Items were deliberated and voted upon. The result of these votes documenting CAPC actions are given below. 		

	<ul style="list-style-type: none"> i. <u>Area D - Proposal for Additions of CSCI 1301 and CSCI 1302</u> unanimous approval ii. <u>Deactivation - M.Ed. Reading, Language, and Literacy</u> unanimous approval iii. <u>Deactivation - M.Ed. in Education with a Concentration in Secondary Education</u> unanimous approval <p>Each of these items will be submitted as a motion to University Senate for deliberation and a vote.</p> <ul style="list-style-type: none"> b. <u>Information Items</u> The following information items were shared with CAPC and will be documented in the CAPC minutes. <ul style="list-style-type: none"> i. <u>Modify Existing Program - New Course KINS 4253</u> The new course proposal, KINS 4253, will replace a former "special topics" course. It will be added to the pre-professional concentration, replacing KINS 4343. The following prerequisite change will be made: In the Fitness and Performance Concentration, KINS 3212 will replace KINS 2103. The title of Internship in Exercise Science will be assigned to KINS 4206 for registration clarity and programmatic tracking. ii. <u>Modify Existing Program - Internships KINS</u> A title of Internship in Public Health will be assigned to KINS 4306 for registration clarity and programmatic tracking. 		
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	<p>iii. <u>Modify Existing Program - Minor in Physical Education</u> Modifications will be made to the minor in Physical Education to allow students more choices of courses to satisfy the minor. KINS 3203, KINS 3103, ODED 2110, and ODED 2140 will be added as 3 credit hour options for the minor in Physical Education. KINS 3203 and KINS 3103 will be removed from the required courses.</p> <p>iv. <u>Modify Existing Program - Outdoor Education Courses</u> Modifications will be made to the prerequisites for ODED 3530, 3540, 4520, 4540, 4560, 4908, 4920, and 2150. All other prerequisites will be removed.</p> <p>v. <u>Modify Existing - Prerequisites for Global Health</u> The prerequisites for the major and/or minor in Global Health Studies will be delineated to allow students pursuing the minor to register for a 4000 level course.</p> <p>vi. <u>Modify Existing - New Course, M.A. in Art Therapy ARTH 6900</u> Specialization: Trauma and Art Therapy will satisfy current standards set by the American Art Therapy Association that states that programs must offer an area of specialization. It must be added spring 2017 for current students to meet the requirements.</p>		
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	<p>vii. <u>Modify Existing - Master of Music Therapy</u> Changes are proposed to the Master of Music Therapy. These changes are proposed to align the MMT more closely with healthcare need and the American Music Therapy Association Advanced Competencies. The current MMT is 30 credit hours; the proposal will result in 35 credit hours. Four new courses will be added, one new course will be added to the supportive classes, and the number of supportive courses will be reduced from 9 credits to 6 credits. MUST 6490 Comprehensive Examination and MUST 6610 Project or Thesis Defense will be discontinued as courses and become part of the Thesis/Final Project process for graduation.</p> <p>viii. <u>Modify Existing - New Course.</u> <u>KINS 6560</u> KINS 6560 Health Policy Analysis will replace a former “special topics” course.</p> <p>c. <u>Announcements and New Business</u> included the following:</p> <p>i. A memo providing <i>guidance on substantive change requests versus new degree requests</i> was shared with CAPC members.</p>		
<p>Subcommittee on the Core Curriculum (SoCC)</p> <p>Mary Magoulick</p>	<p>1. <u>Motions</u> SoCC has no motions to submit for university senate consideration at its 18 Nov 2016 meeting.</p> <p>2. <u>Officers</u> The 2016-17 SoCC officers are Mary Magoulick (Chair), Brandon</p>		

	<p>Samples (Vice-Chair) and Kay Anderson (Secretary).</p> <p>3. No Report As Mary Magoulick had extended regrets and was unable to be in attendance, there was no SoCC report.</p>		
<p>Faculty Affairs Policy Committee (FAPC)</p> <p>Tom Toney for Alex Blazer</p>	<p>1. Motions FAPC has no motions to submit for consideration by the university senate at its 18 Nov 2016 meeting.</p> <p>2. Officers The 2016-17 FAPC officers are Alex Blazer (Chair), Tom Toney (Vice-Chair) and David Johnson (Secretary).</p> <p>3. Meeting The Faculty Affairs Policy Committee met on 4 Nov 2016 from 2:00pm to 3:15pm and the following items were discussed.</p> <p>a. Student Opinion Surveys</p> <p>i. FAPC is reviewing the SRIS (Student Ratings of Instruction Survey) presently in use and in particular notes we are using the long form when a short form is available.</p> <p>ii. FAPC also discussed the variability in response rates across the campus.</p> <p>iii. While FAPC members do not feel the course instructor is responsible for ensuring that their students complete the online SRIS, they did note a correlation between high response rate and allocation of class time by the instructor for students to complete the survey.</p> <p>iv. FAPC members noted the former in-house student survey - which was given during a fifteen minute window of class time late in the semester and was facilitated by</p>		

	<p>someone other than the course instructor (either a colleague or the departmental administrative assistant) – had higher response rates than the current SRIS form.</p> <p>b. <u>Peer Teaching Assessment</u> discussion postponed to a future meeting.</p> <p>c. <u>Provost Memo (8 Feb 2016)</u> FAPC noted that the statements in the memo, some of which are called policy, are not archived in the Policies, Procedures, and Practices Manual.</p> <p>d. <u>Non-Tenure-Track Faculty</u> The committee had received a question from a member of the university faculty <i>Do non-tenure-track faculty have a mechanism for filing a grievance?</i> FAPC members noted that this mechanism would be the same one available to tenure-track and tenured faculty which is documented in the Policies, Procedures and Practices Manual. FAPC members wondered what proportion of non-tenure-track faculty were aware of this grievance mechanism, conjecturing that this proportion is not very high.</p>		
<p>Resources, Planning and Institutional Policy Committee (RPIPC)</p> <p>Jan Hoffmann Clark</p>	<p>1. <u>Motions</u> RPIPC has one motion to submit for university senate consideration at its 18 Nov 2016 meeting.</p> <p>2. <u>Officers</u> The 2016-17 RPIPC officers are Jan Hoffmann Clark (Chair), Susan C. Allen (Vice-Chair) and Emily Gomez (Secretary).</p> <p>3. <u>Meetings</u> The Resources, Planning and Institutional Policy Committee met on 4</p>		

	<p>Nov 2016 from 2:00pm to 3:15pm and the following items were discussed.</p> <ol style="list-style-type: none"> a. <u>FMLA Motion</u> RPIPC will present a motion at the next University Senate meeting to approve the proposed GC FMLA (Family Medical Leave Act) policy and procedures, in order to comply with University System of Georgia Board of Regents Policy. b. <u>Parking</u> <ol style="list-style-type: none"> i. RPIPC is continuing to gather data regarding faculty and staff parking issues in the Peabody and Kilpatrick lots to inform a policy recommendation to be presented to the University Senate at a later date. ii. RPIPC completed the request of ECUS to receive and disseminate to the committee a summary report from the Manager of Transportation and Parking Services regarding the process and timeline of a 25% increase to the annual fee for employee parking as of 2016 from \$80 to \$100. 		
<p>Student Affairs Policy Committee (SAPC)</p> <p>Heidi Fowler</p>	<ol style="list-style-type: none"> 1. <u>Motions</u> SAPC has no motions to submit for university senate consideration at its 18 Nov 2016 meeting. 2. <u>Officers</u> The 2016-17 SAPC officers are Heidi Fowler (Chair), Ben McMillan (Vice-Chair) and Simplice Tchamna-Kouna (Secretary). 3. <u>Meeting</u> The Student Affairs Policy Committee met on 4 Nov 2016 from 2:00pm to 3:15pm. The following topics were discussed. 		

	<p>a. <u>Veterans Resource Center</u></p> <ul style="list-style-type: none"> i. GI Bill support ii. Mentoring for student veterans iii. Physical meeting space iv. Release from required meeting times for formal groups on campus <p>SAPC discussed areas of support/ concern for the Veterans Resource Center (including the possibility of a physical space being made available in the Blackbridge House) and the option of surveying faculty/ staff to self-identify military involvement and serve as mentors for our student veterans. SAPC also discussed how GC could provide more GI Bill knowledge and support. SAPC also discussed that a veterans group may need to act as more of a student organization rather than affiliate with a fraternity (thereby not having to adhere to the weekly meeting time requirement of Panhellenic Council).</p> <p><u>ECUS-SCC Deliberation</u> SAPC was advised that Mike Augustine is the university liaison to support student veterans. This information will be presented to SAPC for consideration.</p> <p>b. <u>GC Non-Human Animal Rights</u></p> <ul style="list-style-type: none"> i. Advocates complaint of <i>The Max</i> (campus dining facility) using animal-derived butter for Vegan meals ii. The concern about the use of animal-derived butter being used 		
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	<p>at <i>The Max</i> for Vegan meals will be addressed with a statement of educational support to both the organization issuing the complaint and to <i>The Max</i> as a formal notification of the complaint. SAPC will draft a statement and all committee members will approve the statement before forwarding to the necessary parties.</p> <p>c. <u>Campus LGBT Coordinator</u></p> <p>i. Is this a full-time position?</p> <p>ii. Discussion of garnering support for a full-time LGBT Coordinator from university senate was also an item for SAPC to consider. SAPC proposed the drafting of a motion to present to university senate.</p> <p><u>ECUS-SCC Deliberation</u> It was noted that a resolution had previously been endorsed by university senate in support of said position as motion 1415.SAPC.001.R during the 2014-2015 academic year. Craig Turner agreed to send a summary of this motion and its documentation in university senate minutes to Heidi Fowler for additional contextual information for SAPC. This summary will be presented to SAPC for further consideration.</p>		
<p>Subcommittee on Nominations (SCoN)</p> <p>Nicole DeClouette</p>	<p>1. <u>Motions</u> SCoN has no motions to submit for university senate consideration at its 18 Nov 2016 meeting.</p> <p>2. <u>Officers</u> The 2016-17 SCoN officers are Nicole DeClouette (Chair), (No Vice-</p>		

Chair position) and Craig Turner (Secretary).

a. **University Committees and Task Forces with University Senate Representatives**

- i. David McIntyre agreed to serve on the Mandatory Student Fee Committee.
- ii. JF Yao and Juan Ling declined the nomination to serve on the Administrative Systems and Banner Advisory Committee. Renee Fontenot agreed to serve on this committee.
- iii. Tanya Darden agreed to serve on the Public Art Committee.
- iv. This fills all vacancies on university committees and task forces.

b. **(S)Election Oversight**

- i. **Elected Faculty Senators** The Corps of Instruction List, Apportionment and information about election procedures went out to Deans and the Library Director via email on October 25. ECUS members please follow up in person with your Dean to ask if they have any questions regarding elections procedures.
 - 1) Election procedures from each unit should be submitted to ECUS no later than 1 Dec 2016
 - 2) Election results are due to ECUS no later than 1 Feb 2017

	<p>3) Election results are shared with the University no later than 6 Feb 2017.</p> <p>ii. <u>At-large Elected Faculty Senator</u> Nicole DeClouette drafted the At-large Election Procedures for ECUS review, and these procedures were adopted at the 4 Nov 2016 ECUS meeting.</p> <p>iii. <u>Selected Staff Senators</u> Nicole DeClouette drafted a memo to Staff Council Chair Millicent Dempsey regarding the selection of Selected Staff Senators for ECUS review and ECUS approved the sending of this memo</p> <p>c. <u>Committee Slate</u> At present, no revisions are needed.</p>		
V. Information Items Actions/Recommendations			
University Senate Budget Chavonda Mills	<p>1. <u>Balance</u> The balance of the university senate budget (\$5000 allocation annually) is presently holding at \$1711.24.</p> <p>2. <u>Expenditures</u> Pending expenditures are the reimbursements for travel expenses incurred by Nicole DeClouette when she was attending the USGFC meeting.</p>		
Committee Annual Reports Chavonda Mills	Due to the proximity to adjournment time, consideration of the template and due date for committee annual reports was postponed to a future meeting.		
VI. Unfinished Business Review of Action & Recommendations, Provide updates (if any) to Follow-up			
VII. New Business Actions/Recommendations			

<p>Steering of Items to Committees</p> <p>Chavonda Mills</p>	<p>1. <u>Programs Serving Minors</u> Chavonda Mills and Craig Turner will incorporate the aforementioned procedures (prepared by Artis Williamson) into the policy template as a starting point to inform deliberation on this matter, which is being steered to RPIPC.</p>		<p>1.</p>
<p>University Senate Agenda and Minutes Review</p>	<p>1. <u>Tentative Agenda 18 Nov 2016:</u> Based on the committee reports at this meeting</p> <p>a. <u>Motions</u> There will be up to four motions on the agenda of this meeting of the university senate, specifically</p> <p>i. CAPC (3)</p> <p>1) Area D - Proposal for Additions of CSCI 1301 and CSCI 1302</p> <p>2) Deactivation of M.Ed. Reading, Language, and Literacy</p> <p>3) Deactivation of the M.Ed. in Education with a Concentration in Secondary Education</p> <p>ii. RPIPC (1)</p> <p>1) Family Medical Leave Act (FMLA) Policy</p> <p>b. <u>Reports</u> Administrative reports and committee reports will also be agenda items.</p> <p>2. <u>University Senate Minutes Review:</u> A <u>MOTION</u> that the <i>DRAFT minutes of the 21 Oct 2016 meeting of the 2016-2017 university senate be circulated for university senator review</i> was made and seconded.</p>	<p>The motion (circulate minutes) was approved.</p>	<p>1. Chavonda Mills to draft the tentative agenda of the university senate meeting.</p> <p>2. Motions to be entered into the online motion database by CAPC (3), RPIPC (1).</p> <p>3. Craig Turner to circulate the DRAFT of the university senate meeting minutes to university senators for review.</p>
<p>VIII. Next Meeting (Tentative Agenda, Calendar)</p>			
<p>1. Calendar</p>	<p>18 Nov 2016 @ 2:00pm Univ. Senate A&S 2-72 2 Dec 2016 @ 2:00pm ECUS in 301 Parks 2 Dec 2016 @ 3:30pm ECUS-SCC in 301 Parks</p>		

2. Tentative Agenda	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.
IX. Adjournment	As there was no further business to consider, a MOTION <i>to adjourn the meeting</i> was made and seconded.	The motion to adjourn was approved and the meeting adjourned at 4:53 pm. Note that a motion <i>to extend the duration of the meeting by up to fifteen minutes (allowing adjournment as late as 5:00pm)</i> was made, seconded and approved at approximately 4:43pm.	

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 and “N/A” denotes Not Applicable.

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	P						2	0	0
Steve Dorman <i>University President</i>	N/A	R	R						0	2	0
Chavonda Mills <i>EFS; CoAS; ECUS Chair</i>	N/A	P	P						2	0	0
Costas Spirou <i>Interim Provost</i>	N/A	P	P						2	0	0
Susan Steele <i>EFS; CoHS; ECUS Member</i>	N/A	P	P						2	0	0
John R. Swinton <i>EFS; CoB; ECUS Chair Emeritus</i>	N/A	P	P						2	0	0
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	N/A	P	P						2	0	0
Shaundra Walker <i>EFS; Library; ECUS Member</i>	N/A	P	P						2	0	0
Carol Sapp <i>EFS; CoHS APC Chair</i>	N/A	R	P						1	1	0
Lyndall Muschell <i>EFS; CoE; CAPC Chair</i>	N/A	P	P						2	0	0
Alex Blazer <i>EFS; CoAS; FAPC Chair</i>	N/A	P	R						1	1	0
Jan Hoffmann Clark <i>EFS; CoAS, RPIPC Chair</i>	N/A	P	P						2	0	0
Heidi Fowler <i>EFS; CoHS, SAPC Chair</i>	N/A	P	P						2	0	0

CHAIRPERSON SIGNATURE _____ DATE _____ -(Including this Approval by chair at committee discretion)
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