

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

**MEETING DATE & TIME:** 3 FEBRUARY 2017; 3:30 –4:45

**MEETING LOCATION:** PARKS ADMINISTRATION BUILDING, ROOM 301

**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>P</b>	Carol Sapp (CoHS, APC Chair)
<b>P</b>	Jan Hoffmann Clark (CoAS, RPIP Chair)	<b>R</b>	Kelli Brown (Provost)
<b>P</b>	Nicole DeClouette (CoE, ECUS Vice-Chair)	<b>R</b>	Susan Steele (CoHS, ECUS Member)
<b>R</b>	Steve Dorman (University President)	<b>P</b>	John R. Swinton (CoB, ECUS Chair Emeritus)
<b>P</b>	Heidi Fowler (CoHS, SAPC Chair)	<b>P</b>	Craig Turner (CoAS, ECUS Secretary)
<b>R</b>	Chavonda Mills (CoAS, ECUS Chair)	<b>P</b>	Shaundra Walker (Library, ECUS Member)
<b>P</b>	Lyndall Muschell (CoE, CAPC Chair)		

<b>GUESTS</b>
Costas Spirou (Interim Associate Provost)
Mary Magoulick ( 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>	As Chavonda Mills had extended regrets and was unable to attend, the meeting was called to order at 3:30 pm by Nicole DeClouette (Vice-Chair).		
<b>II. Approval of Agenda</b>	A <b>MOTION</b> to approve the agenda was made and seconded.	The agenda was approved as circulated.	

<b>III. Approval of Minutes</b>	A <b>MOTION</b> to approve the minutes of the 2 Dec 2016 meeting of the Executive Committee with Standing Committee Chairs was made 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.	The 2 Dec 2016 Executive Committee with Standing Committee Chairs meeting minutes were approved as posted, so no additional action was required.	
<b>IV. Reports</b>			
<b>President's Report</b>  <b>President Dorman</b>	As President Dorman had extended <i>Regrets</i> and was unable to attend this meeting, there was no President's Report.		
<b>Provost's Report</b>  <b>Interim Associate Provost</b> <b>Costas Spirou</b> <b>for</b> <b>Provost Kelli Brown</b>	1. <b>OneUSG Implementation</b> Georgia College joins a group of USG institutions that are part of the first cohort of colleges and universities transitioning to the HCM (Human Capital Management) platform. One aspect of this initiative is Faculty Events (anticipated to include but not necessarily be limited to recording the dates of appointment, tenure, promotion, resignation/ retirement). The Design Team for these Faculty Events will be meeting on Thursday, 16 Feb 2017 at Georgia State University. A key goal of this session is the completion of the Business Process and Compliance review which will define the scope of Faculty Events functionality. This includes a description of key processes and interfaces, as well as the basis for communication, training, and other change management initiatives. It is expected that the Georgia College OneUSG HCM will go live in June 2017.  2. <b>Questions?</b>		

	<p>a. Will the addition of <i>the 12-month pay option for academic year contract employees</i> be available when the new OneUSG system goes live?  <u>Response</u> I'm not certain.  <u>Response from the floor</u> The addition of the 12-month pay option for academic year contract employees has consistently been anticipated to coincide with the implementation of the new system by USG Leaders including the Chancellor (now former Chancellor Hank Huckaby) and Chief Academic Officer (now former Chief Academic Officer Houston Davis) at recent (those over the last three semesters) meetings of the USG Faculty Council and AAUP (American Association of University Professors) Georgia Conference.</p>		
<p><b>Executive Committee of the University Senate (ECUS)</b>   <b>Nicole DeClouette for Chavonda Mills</b></p>	<p>1. <b><u>Motions</u></b> ECUS has no motions to submit for university senate consideration at its 17 Feb 2017 meeting.  2. <b><u>Officers</u></b> The 2016-17 ECUS officers are Chavonda Mills (Chair), Nicole DeClouette (Vice-Chair) and Craig Turner (Secretary).  3. <b><u>Meeting</u></b> ECUS met on 3 Feb 2016 from 2:00pm to 3:15pm. The following topics were discussed.  a. <b><u>2017-2018 Governance Calendar</u></b>  i. <b><u>Faculty Contract Dates</u></b> Faculty contract start/end dates for 2017-2018 were sent to Craig Turner by</p>		<p>Chavonda Mills to ensure that prior to implementation of a policy committee, the proposal of such a policy committee be brought back to ECUS-SCC for further discussion.</p>

	<p>the Office of Academic Affairs to incorporate into the draft calendar.</p> <p>ii. <u>New Faculty Orientation</u> The Office of Academic Affairs also noted that the New Faculty Orientation days will be shifted from the week prior to classes to the first week of August so that new faculty may have more flexible time to prepare for their first class meetings during the week prior to classes as well as be available to attend their college and department meetings in preparation for the semester. This shift is coming in response to a recommendation made by faculty in the 2016-2017 new faculty cohort.</p> <p>iii. <u>University Senate Review</u> The calendar will come before the university senate at its 17 Feb 2017 meeting for input.</p> <p>iv. <u>ECUS-SCC Deliberation</u> Nicole DeClouette invited observations and feedback on the draft governance calendar from the meeting attendees.</p> <p>1) Concerns were expressed about the academic calendar for 2017-2018 being shifted back a week, most notably the Spring 2018 semester having its first day of classes on the Tuesday following Martin Luther King Day.</p>		
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	<p>2) It was noted that the Governance Calendar simply advertises the academic calendar dates and these dates are set by an academic calendar committee and the two year academic calendar that emerges is shared by APC as an information item with the university senate.</p> <p>3) <i>During the preparation of these minutes, it is noted that the 2017-2019 academic calendar was presented by APC as an information item to the 2015-2016 university senate at its 22 Apr 2016 meeting.</i></p> <p>4) A question of whether this week later was the <i>new normal</i> was posed. No one in the room knew off the top of their heads whether that was the case and a suggestion to the poser of accessing the 2018-2019 academic calendar online was made.</p> <p>b. <b><u>2017-2018 University Senate</u></b></p> <ul style="list-style-type: none"> <li>i. Election procedures from academic units (colleges/ library) have been archived to the Green Page.</li> <li>ii. Election results for academic units have been received only from the Library and the CoE. Results are</li> </ul>		
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	<p>still needed from CoAS, CoB, and CoHS.</p> <p>iii. At-large elected faculty senator election procedures will be shared with Dr. Costas Spirou to be sent out to the Corps of Instruction. <i>During the preparation of these minutes, it is noted that this request was redirected to Shea Council, the university senate administrative support person.</i></p> <p>iv. A memo was sent by SCoN Chair Nicole DeClouette to the Staff Council Chair regarding the selection of Selected Staff Senators for the 2017-2018 university senate.</p> <p>c. <b><u>USGFC Election Procedures</u></b> ECUS approved the election procedures as amended for an elected faculty senator with a term of two years who will participate on the USG Faculty Council. There will continue to be a one year term of service on USGFC for the Presiding Officer Elect.</p> <p>d. <b><u>University Senate Representatives on University Committees</u></b> ECUS came to the conclusion that while this proposal is the ideal practice, it is not always feasible to select university senate representatives to serve on university-wide committees from the membership of the university senate standing committee with the most closely aligned charge (e.g. parking committee members selected only</p>		
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	<p>from RPIPC, etc.) These positions are often filled by a call for nominations including self-nominations and those willing (volunteer &lt;self-nominate&gt; or accept a nomination) to serve are not always on the pertinent committee.</p>		
<p><b>Academic Policy Committee (APC)</b>  <b>Carol Sapp</b></p>	<ol style="list-style-type: none"> <li>1. <b><u>Motions</u></b> APC has one motion to submit for university senate consideration at its 17 Feb 2017 meeting. See item 3.a.</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>Meeting</u></b> The Academic Policy Committee met on 3 Feb 2016 from 2:00pm to 3:15pm. The following topics were discussed. <ol style="list-style-type: none"> <li>a. <b><u>Motion</u></b> The motion is to add or amend required syllabus statements to address the emergency action plan and fire drills. The main thread being proposed is to add language <i>When possible and necessary, provide assistance to those who are in need of help.</i></li> <li>b. <b><u>Online Teaching Needs</u></b> APC consulted with Jeanne Sewell, Interim Director of the Center for Teaching and Learning (CTL), to discuss resources for online courses. APC is presently preparing a list of recommendations detailing the needs of faculty in delivering online courses to share with CTL.</li> <li>c. <b><u>Consultation with SGA</u></b> Three members of the Student Government</li> </ol> </li> </ol>		

	<p>Association (SGA) consulted with APC regarding midterm grades. SGA noted its goals to bring more clarity to midterm feedback from instructors to students and implement midterm feedback at both the lower level and upper level. APC noted that</p> <ol style="list-style-type: none"> <li>1) not all professors use D2L (Desire 2 Learn) for grading,</li> <li>2) issues of requiring midterm grades for upper-level courses and the lack of midterm grade feedback in some courses could be further discussed.</li> </ol> <p>APC recommended that SGA consult with FAPC to discuss the inconsistent or absent reporting of midterm grades pertinent to the courses at the 1000/2000 level for which such grades are required..</p>		
<p><b>Curriculum and Assessment Policy Committee (CAPC)</b>  <b>Lyndall Muschell</b></p>	<ol style="list-style-type: none"> <li>1. <b><u>Motions</u></b> CAPC has one motion to submit for university senate consideration at its 17 Feb 2017 meeting. The topic of this motion is provided below in 3.a.</li> <li>2. <b><u>Officers</u></b> The 2016-17 CAPC officers are Lyndall Muschell (Chair), Angel Abney (Vice-Chair) and Josie Doss (Secretary).</li> <li>3. <b><u>Meeting</u></b> The Curriculum and Assessment Policy Committee met on 3 Feb 2016 from 2:00pm to 3:15pm. The following topics were discussed. <ol style="list-style-type: none"> <li>a. <b><u>Motion</u></b> The following Action Item was deliberated and voted upon. The result of this vote, documenting CAPC actions, is given below.</li> </ol> </li> </ol>		



	<p>i. <u>New Concentration – B.A. in Art with Graphic Design Concentration</u> passed unanimously Each of the approved items will be submitted as a motion to University Senate for deliberation and a vote.</p> <p>b. <b><u>Information Items</u></b> The following information items were shared with CAPC and will be documented in the CAPC minutes.</p> <p>i. <u>B.S. in Early Childhood, Middle Grades, Special Education Admission and Additional Education Program Requirements</u> These changes are primarily based on the admission and completion requirements set forth by the Georgia Professional Standards Commission in rule 505-.3-.01 <b>REQUIREMENTS AND STANDARDS FOR APPROVING EDUCATOR PREPARATION PROVIDERS AND EDUCATOR PREPARATION PROGRAMS</b> effective October 15, 2016.</p> <p>ii. <u>New Course ARTS 2630 Graphic Design Studio I</u> explores digital media focusing on idea development and skill refinement. The computer is used as a creative medium introducing various software, tools, and techniques that will benefit students in achieving effective visual communication. The course</p>		
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	<p>primarily emphasizes in vector drawings and digital manipulations within cultural, historical, and social contexts.</p> <p>iii. <u>New Course ARTS 3630 Graphic Design Studio II</u> combines the history of design and contemporary pedagogy within studio practice to provide students the opportunity to examine conceptual thinking and to develop practical intelligence. Many strategies will be considered for the development of visual process and practical progress in design.</p> <p>iv. <u>New Course ARTS 3631 Typography</u> explores the theoretical and conceptual ideation of type and its function in design principles. Letterforms in traditional and digital media will be reviewed and explored within cultural, historical, and social contexts. Emphasis is given in the technical areas such as typographic structure, visual hierarchy, grid system, letter spacing, and font kerning.</p> <p>v. <u>New Course ARTS 4630 Graphic Design Studio III</u> explores advanced design approach to provide visual solutions for theoretical and conceptual design problems. The course provides students scopes of design</p>		
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	<p>methodologies such as critical thinking, marketing strategy, intensive research, ideation process, prototype model, and visual presentation.</p> <p>vi. <u>New Course ARTS 4992 Graphic Design Capstone I</u> provides a platform for students to carry out independent study focusing on advanced research, idea development, visual exploration, and oral presentation. This course will place emphasis on understanding design theory and developing conceptual methodology to craft a strong portfolio.</p> <p>vii. <u>New Course ARTS 4993 Graphic Design Capstone II</u> is a continued exploration of an in-depth research and conceptual development that focuses on identifying visual problems and developing alternative design solutions. This course is designed to prepare students for their senior exhibition, oral defense, and professional portfolio.</p> <p>viii. <u>New Course BIOL 4310 Bioethics</u> The course will serve as an introduction to a wide array of bioethical dilemmas faced by researchers, physicians, and the general public. There will be a focus on proper construction of moral arguments, logical</p>		
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	<p>reasoning, and an exploration of all sides to different issues. In addition, analysis of these topics will occur by using biological and biotechnological knowledge and performing literature-based research.</p> <p>ix. <u>New Course BIOL 5310 Bioethics</u>  The course will serve as an introduction to a wide array of bioethical dilemmas faced by researchers, physicians, and the general public. There will be a focus on proper construction of moral arguments, logical reasoning, and an exploration of all sides to different issues. In addition, analysis of these topics will occur by using biological and biotechnological knowledge and performing literature-based research.</p> <p>c. <u>New Business Items</u></p> <p>i. <u>Committee Composition Review</u>  The composition of the committee (CAPC) as defined in the University Senate Bylaws was discussed. It was determined that the current composition is appropriate. The view was expressed that the bylaws wording be amended to specifically state that there be representation from each of the academic units (college and library) on CAPC.</p>		
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	<p>ii. <u>Another Elected Faculty Senator</u>  There was the suggestion that the number of elected faculty senators be increased by one to allow for one elected faculty senator to serve on the Subcommittee on Core Curriculum (SoCC) without simultaneously being a member of the Curriculum and Assessment Policy Committee.</p>		
<p><b>Subcommittee on the Core Curriculum (SoCC)</b>   <b>Mary Magoulick</b></p>	<p>1. <b><u>Motions</u></b> SoCC has no motions to submit for university senate consideration at its 17 Feb 2017 meeting.</p> <p>2. <b><u>Officers</u></b> The 2016-17 SoCC officers are Mary Magoulick (Chair), Brandon Samples (Vice-Chair) and Kay Anderson (Secretary).</p> <p>3. <b><u>Preface</u></b> Mary Magoulick prefaced her SoCC report by posing a question to Interim Associate Provost Costas Spirou: <i><b>Given the modest number of Area B section proposals being received by SoCC of late, are there a sufficient number of Area B sections to meet current demand?</b></i>  <b><u>Response</u></b> While we always welcome additional Area B sections, they are currently in short supply for a variety of reasons. For example, some of the faculty that submitted and received approval for these courses in the early years of the program are not with the university anymore. Two actions that the Office of the Provost has pursued to remedy this shortfall have been (1) communicate this need to deans of academic units (colleges, library) and (2) formally added the</p>		

	<p>requirement to teach in the core to the job advertisements for new faculty positions. This has been in consultation with the chairs and deans. It is our hope that this latter approach may be resulting in additional Area B sections emerging from recently hired library faculty.</p> <p>4. <b><u>Meetings</u></b> The following summarizes SoCC activity at its recent meetings.</p> <p>a. <b><u>Area B Section Proposals</u></b> SoCC encourages anyone wishing to propose Area B sections to submit your proposals as soon as possible, and at least three weeks before registration begins this semester. Please be aware that the routing process has changed slightly, so that now we must receive three signatures before we can review proposals: the Chair's signature, the Dean's signature, and the Associate Provost's signature. All information about our proposal process is on our website: <a href="https://intranet.gcsu.edu/socc">https://intranet.gcsu.edu/socc</a></p> <p>b. <b><u>Area B Forums</u></b> SoCC has two forums planned for this semester, one a training session for people interested in teaching in Area B, and one a discussion forum for how Area B is taught.</p>		
<p><b>Faculty Affairs Policy Committee (FAPC)</b></p> <p><b>Alex Blazer</b></p>	<p>1. <b><u>Motions</u></b> FAPC has one motion to submit for consideration by the university senate at its 17 Feb 2017 meeting. The topic of this motion is provided below in 3.c.</p> <p>2. <b><u>Officers</u></b> The 2016-17 FAPC officers are Alex Blazer (Chair), Tom Toney (Vice-Chair) and David Johnson (Secretary).</p>		

	<p>3. <b><u>Meeting</u></b> The Faculty Affairs Policy Committee met on 3 Feb 2016 from 2:00pm to 3:15pm and the following items were discussed.</p> <p>a. <b><u>Student Opinion Surveys</u></b> Guest Dr. Cynthia Alby, Professor, College of Education, shared academic research demonstrating concerns about the limited value of student opinion surveys in evaluating teaching. She recommended moving from a paid instrument to an in-house instrument and using a range of other kinds of evidence for teaching evaluation, such as peer teaching evaluation. Member discussion also included reasons for low student response rates. The Committee formed a work group—consisting of Monica Ketchie, Mary Jean Land, and Barbara Roquemore—to review existing paid student opinion survey models and look into creating an in-house instrument. The work group should report and make a recommendation to the committee by our March 31 meeting.</p> <p>b. <b><u>Peer Teaching Evaluation</u></b> Guest Jeanne Sewell, Interim Director of the Center of Teaching and Learning (CTL), shared research on peer teaching evaluation and affirmed that the committee’s preliminary thoughts (a two-person peer teaching evaluation committee consisting of a department member and an outside observer trained by CTL to perform either</p>		
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	<p>formative or evaluative observations) is a good model that is logistically possible given CTL resources. The Committee formed a work group—consisting of David Johnson and Patrick Simmons—to draft a peer teaching evaluation policy. The work group should report and make a recommendation to the committee by our March 31 meeting.</p> <p>c. <b><u>Individual Faculty Report Deadline</u></b> Routed to the committee by the Executive Committee of the University Senate, members discussed Interim Provost Spirou’s and the Deans Council’s recommendation to change the IFR deadline from March 15 to January 15 in order to allow chairs time to conduct annual faculty evaluations before recommending possible merit-based raises. The current (March 15) IFR deadline is based on the prior policy of collecting faculty performance information for the academic year while the current policy collects data for the prior calendar year. Concerns were raised about IFRs being due during the first week of classes, and concerns were raised about a proposed January 31 date being too late to give chairs sufficient time to review faculty. A compromise in the middle was reached. A motion to shift the deadline to January 21 passed with 6 yays, 3 nays, and 1 abstention. Since the IFR</p>		
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	<p>deadline was being moved up, the committee discussed whether the annual scheduled conference should be shifted as well. Observing a concern that chairs with large departments need time to perform evaluations, the committee decided to keep the May 1 deadline with a vote of 9 yays and 1 nay.</p> <p>d. <b><u>Tenure &amp; Promotion Policy and Procedure Irregularities:</u></b> The committee continued its discussion about faculty members being prevented from responding to recommendations “for” promotion and tenure when the positive recommendation sends mixed messages, noting that language from the annual faculty evaluation policy that allows faculty response could be copied to the tenure and promotion policy.</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 17 Feb 2017 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 3 Feb 2016 from 2:00pm to 3:15pm and the following items were discussed. <ol style="list-style-type: none"> <li>a. <b><u>Parking</u></b> RPIPC continued to discuss the pending parking allocation policy motion. Discussion focused on</li> </ol> </li> </ol>		

	operational definitions for heart of campus and employees.		
<b>Student Affairs Policy Committee (SAPC)</b>  <b>Heidi Fowler</b>	1. <b>Motions</b> SAPC has no motions to submit for university senate consideration at its 17 Feb 2017 meeting. 2. <b>Officers</b> The 2016-17 SAPC officers are Heidi Fowler (Chair), Ben McMillan (Vice-Chair) and Simplice Tchamna-Kouna (Secretary). 3. <b>Meeting</b> The Student Affairs Policy Committee was scheduled to meet on 3 Feb 2016 from 2:00pm to 3:15pm. a. <b>SAPC Composition</b> SAPC has voted not to recommend any changes to the committee composition articulated in the current university senate bylaws. b. <b>No Meeting</b> SAPC did not meet on 3 Feb 2017 and has nothing additional to report.		
<b>Subcommittee on Nominations (SCoN)</b>  <b>Nicole DeClouette</b>	1. <b>Motions</b> SCoN has one motion to submit for university senate consideration at its 17 Feb 2017 meeting. See item 3.e below for details. 2. <b>Officers</b> The 2016-17 SCoN officers are Nicole DeClouette (Chair), (No Vice-Chair position) and Craig Turner (Secretary). 3. <b>Report</b> Recent Activity of SCoN Chair Nicole DeClouette and the SCoN is provided below. a. <b>Election Oversight</b> i. The election procedures for each academic unit (colleges/ library) have been received and are archived to the Green Page.		

	<p>ii. Nicole sent a reminder email to the Deans of all units reminding them that election results are due (February 1, 2017).</p> <ol style="list-style-type: none"> <li>1) Library sent their election results-Donna Bennett (1 February 2017)</li> <li>2) CoE sent their election results-Nicole DeClouette and Linda Bradley (2 February 2017)</li> <li>3) According to the university senate bylaws, these election results are to be shared with the university community no later than February 6.</li> <li>4) The At-large Elected Faculty Senator Election Procedures are ready to be sent out to corps of instruction faculty together with a call for nominations.</li> <li>5) Nicole contacted Chris Ferland to get emails for the corps of instruction (30 January). No response thus far.</li> </ol> <p>b. <b><u>Selected Staff Senators</u></b> Nicole sent a memo to Staff Council Chair (Millicent Dempsey) regarding the selection of Selected Staff Senators for the 2017-2018 university senate. (1 February 2017).</p> <p>c. <b><u>USGFC Elected Faculty Senator</u></b> Nicole drafted the election procedures for the USGFC faculty representative that were reviewed by ECUS today.</p>		
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	<p>d. <b><u>University Committees and Task Forces with University Senate Representatives</u></b> David Johnson volunteered to serve as the university senate representative on the Space Utilization Committee.</p> <p>e. <b><u>Revisions to the Slate of Nominees</u></b></p> <p>i. Nicole is preparing the revised slate to include Provost Brown's return and the replacement of Ryan Brown and Joe Mocnik as FAPC volunteers. Kell Carpenter and Christina Smith have volunteered to serve as volunteers to FAPC. Eleven SCoN members voted to approve this set of replacements be submitted as a motion to the university senate.</p>		
<b>V. Information Items</b> Actions/Recommendations			
<b>University Senate Budget</b>  <b>Nicole DeClouette</b> <b>for</b> <b>Chavonda Mills</b>	<p>1. <b><u>Balance</u></b> The balance of the university senate budget (\$5000 allocation annually) is presently holding at <b>\$1711.24</b>.</p> <p>2. <b><u>Expenditures</u></b> Pending expenditures (\$256.99) are the reimbursements for travel expenses incurred by Nicole DeClouette when she was attending the USGFC meeting. These expenditures were inadvertently charged to Nicole's department budget and this is currently being reconciled.</p>		
<b>Revisions to Committee Composition</b>  <b>Chavonda Mills</b>	<p><b><u>2 Dec 2016</u></b> <i>Chavonda Mills reminded the standing committee chairs of the request for review of committee composition. Chairs were asked to report whether or not changes were proposed.</i></p>	<p><b><u>2 Dec 2016</u></b> <i>It was noted that this information will inform proposed revisions to the composition of the university senate. With current committee</i></p>	<p><b><u>2 Dec 2016</u></b> <i>Chavonda Mills to ensure that composition revisions of the university senate and its committees be an agenda</i></p>

	<p><i>If so, they were reminded that ECUS is willing to assist in updating pertinent bylaws. To date, ECUS and FAPC have responded with no proposed changes to its composition. Yet to hear from are APC, CAPC, RPIPC, SAPC, SCoN and SoCC. Chairs of these committees were invited to submit this information by email to Chavonda Mills.</i></p> <p><b><u>3 Feb 2017</u></b> An update was given to note that to date, APC, CAPC, ECUS, FAPC and SAPC have responded with no proposed changes to its composition. Yet to hear from are RPIPC, SCoN and SoCC. Jan Clark, RPIPC Chair, indicated a need to clarify current RPIPC composition prior to responding on behalf of RPIPC. Due to the shortness of time, this clarification would be made outside this meeting.</p>	<p><i>compositions, there is a need for at least one additional elected faculty senator to avoid the need of requesting that an elected faculty senator from SoCC serve on a second committee.</i></p>	<p><i>item at a future ECUS-SCC meeting.</i></p> <p><b><u>3 Feb 2017</u></b> Chavonda Mills did ensure that composition revisions of the university senate and its committees be an agenda item at a future ECUS-SCC meeting</p>
<b>VII. New Business</b> Actions/Recommendations			
<b>Steering of Items to Committees</b>  <b>Nicole DeClouette for Chavonda Mills</b>	<p>At the time of this meeting, there were no items that required steering to a committee.</p>		
<b>Annual Committee Reports Due Date</b>  <b>Nicole DeClouette</b>	<p>Nicole DeClouette noted that the customary practice is to propose the same relative due date for committee annual reports as the previous year to seed the conversation. This meant a proposed due date of Wed 26 Apr 2017 so that the committee annual reports could be considered at the organizational meetings of committees scheduled for 2:00pm on Fri 28 Apr 2017.</p>		<p>Chavonda Mills to ensure that the template of committee annual reports receive consideration at a future ECUS-SCC meeting.</p>

	<p>This proposed due date was met with some resistance and a counterproposal of Wed 3 May 2017 emerged from the deliberation. This due date was adopted with no dissenting voice by those present.</p> <p><i>Note: During the preparation of these minutes, it is being noted that the template of the annual reports did not receive formal review and approval as called for in university senate bylaws.</i></p>		
<p><b>Standing Committee Scopes Review</b></p> <p><b>Craig Turner</b></p>	<p>Craig Turner was reporting on behalf of the ECUS work group – membership of Shaundra Walker, Chavonda Mills, and Craig Turner – charged to review committee scopes.</p> <ul style="list-style-type: none"> <li>• At present, the bylaws have two sections for each standing committee (APC, CAPC, FAPC, RPIPC, SAPC): composition and scope. The committee scopes include articulation of the advisory function of the committee and a list of the topics considered by the committee to inform steering of items. What is missing is formalizing the duties of the committee.</li> <li>• The work group proposes that the scope section remain to include the topic list and that a duties section be added.</li> <li>• The work group proposes that the duties section include the advisory role sentence presently in the scope as well as language regarding the review of proposals within the scope culminating in the making of recommendation for or against these proposals to the university senate.</li> <li>• The work group proposes that each standing committee (APC, CAPC, FAPC, RPIPC, SAPC) review its scope and draft</li> </ul>		

	<p>a revised scope and new duties section in consideration of the aforementioned work group recommendations. These drafts by the committee would be further reviewed at the 2017 governance retreat. This may result in formal recommendations for revisions to the university senate bylaws pertaining to standing committees.</p> <p>Clarification was sought regarding the charge to the standing committees and brief deliberation (reiterating the language above) provided that clarification.</p>		
<p><b>“Appeals” Procedure for Standing Committee Decisions</b></p> <p><b>John R. Swinton</b></p>	<p>John R. Swinton was reporting on behalf of the ECUS work group – membership of John R. Swinton, Costas Spirou, and Craig Turner – charged to consider an appeal process for standing committee decisions.</p> <ul style="list-style-type: none"> <li>• The work group reviewed the recently emerging curricular flow chart that was presented by CAPC at the 7 Oct 2016 ECUS with Standing Committee Chairs meeting. Although the subtitle of this document reads <i>A denial at any approval point either stops this process or moves it to an appeal</i> there is no articulation of appeals in the flow chart. The work group thinks this curricular flow chart may require further revision to address this observation.</li> <li>• The work group had spent most of its deliberation time considering an appeal process for standing committee decisions, ultimately elected to recommend against an appeal process. The work group was at a loss to identify an appellate body believing that neither ECUS nor the</li> </ul>		<p>Chavonda Mills to ensure that “appeals” of standing committee decisions receive consideration at a future ECUS-SCC meeting.</p>

	<p>University Senate should serve in such a capacity.</p> <ul style="list-style-type: none"> <li>• Rather than recommend the opportunity for appeal, the work group proposed that all committee recommendations – of both <i>for</i> and <i>against</i> proposals – be brought before the university senate. <ul style="list-style-type: none"> <li>○ The work group proposed that <i>recommendations for</i> a proposal would continue (as in current practice) to be considered by the university senate as formal motions entered into the online motion database.</li> <li>○ The work group proposed that <i>recommendations against</i> a proposal be realized as items on the consent agenda. This would allow any member of the university senate to draw such an item from the consent agenda for either clarification or further review and deliberation by the university senate which could include formalizing parliamentary actions on the <i>recommendations against</i> as motions (amend, commit, adopt, etc.). In either case, these matters (<i>recommendations against</i>) would be acted on formally by the University President. At present, the University President does not act formally on committee <i>recommendations against</i> and such proposals effectively die in committee.</li> </ul> </li> </ul> <p>The work group’s proposed handling of the <i>recommendations against</i> stimulated further</p>		
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	<p>discussion from the floor. Points of discussion included the following:</p> <ul style="list-style-type: none"> <li>• One perspective was that this allows the university senate to overturn committee <i>recommendations against</i>.</li> <li>• A contrasting perspective was that the proposed change in practice would have university senate review both types (<i>for</i> or <i>against</i>) of committee recommendations.</li> </ul> <p>These two perspectives were reiterated during the continuing deliberation which culminated with no consensus on the work group's proposed handling of <i>recommendation against</i>. One refinement of the statement concerning the University President's role was offered during the deliberation.</p> <ul style="list-style-type: none"> <li>• If the work group proposal on the handling of committee <i>recommendation against</i> were adopted, the University President would have to act on any committee <i>recommendation against</i> similar to acting on any committee <i>recommendation for</i>, and there would be a clear record of the University President's actions vis-à-vis the recommendation of the committee. If the University President were to choose a course of action contrary to the position taken by the committee (which might be formalized as a veto), such action may require an explanation to the USG Board of Regents. As our process now works, the University President does not officially get notified of a committee's <i>recommendation against</i> a proposal as an action item. Therefore, the University President does not have to acknowledge</li> </ul>		
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	<p>being advised against moving forward with the proposal.</p> <p>Due to the shortness of time, it was recommended that this deliberation continue at a future ECUS-SCC meeting.</p>		
<b>University Senate Agenda and Minutes Review</b>	<p>1. <b><u>Tentative Agenda 17 Feb 2017</u></b>: Based on the committee reports at this meeting</p> <p>a. <b><u>Motions</u></b> There will be up to four motions on the agenda of this meeting of the university senate, specifically</p> <p>i. APC (1)</p> <p>1) Required Syllabus Statement</p> <p>ii. CAPC (1)</p> <p>1) New Concentration – Graphic Design within the B.A. in Art</p> <p>iii. FAPC (1)</p> <p>1) IFR Due Date</p> <p>iv. SCoN (1)</p> <p>1) Revisions Slate of Nominees</p> <p>b. <b><u>Reports</u></b> Administrative reports and committee reports will also be agenda items.</p> <p>2. <b><u>University Senate Minutes Review</u></b>: A <b><u>MOTION</u></b> that the <i>DRAFT minutes of the 20 Jan 2017 meeting of the 2016-2017 university senate be circulated for university senator review</i> was made and seconded.</p>	The motion (circulate minutes) was approved.	<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 APC (1), CAPC (1), FAPC (1), SCoN (1).</p> <p>3. Craig Turner to circulate the DRAFT of the university senate meeting minutes to university senators for review.</p>
<b>VIII. Next Meeting</b> (Tentative Agenda, Calendar)			
<b>1. Calendar</b>	<p>17 Feb 2017 @ 2:00pm Univ. Senate A&amp;S 2-72</p> <p>3 Mar 2017 @ 2:00pm ECUS in 301 Parks</p> <p>3 Mar 2017 @ 3:30pm ECUS-SCC in 301 Parks</p>		
<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 4:58 pm. <i>Note that there were two motions to extend the meeting, one for up to five minutes and one for up to ten minutes, allowing the meeting to adjourn as late as 5:00pm.</i> This left the following agenda item not fully considered <ul style="list-style-type: none"> <li>• Policy Oversight Committee</li> <li>• Template for Annual Reports</li> <li>• Committee Compositions</li> </ul>	

**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 DECLOUETTE (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	R	P			3	1	0
Steve Dorman <i>University President</i>	N/A	R	R	R	R			0	4	0
Chavonda Mills <i>EFS; CoAS; ECUS Chair</i>	N/A	P	P	P	R			3	1	0
Kelli Brown <i>Provost</i>	N/A	N/A	N/A	N/A	R			0	1	0
Costas Spirou <i>Interim Provost</i>	N/A	P	P	P	N/A	N/A	N/A	3	0	0
Susan Steele <i>EFS; CoHS; ECUS Member</i>	N/A	P	P	R	R			2	2	0
John R. Swinton <i>EFS; CoB; ECUS Chair Emeritus</i>	N/A	P	P	P	P			4	0	0
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	N/A	P	P	P	P			4	0	0
Shaundra Walker <i>EFS; Library; ECUS Member</i>	N/A	P	P	P	P			4	0	0
Carol Sapp <i>EFS; CoHS APC Chair</i>	N/A	R	P	P	P			3	1	0
Lyndall Muschell <i>EFS; CoE; CAPC Chair</i>	N/A	P	P	P	P			4	0	0
Alex Blazer <i>EFS; CoAS; FAPC Chair</i>	N/A	P	R	P	P			3	1	0
Jan Hoffmann Clark <i>EFS; CoAS, RPIPC Chair</i>	N/A	P	P	P	P			4	0	0

Heidi Fowler <i>EFS; CoHS, SAPC Chair</i>	N/A	P	P	P	P			4	0	0
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CHAIRPERSON SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_-(Including this Approval by chair at committee discretion)