

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

MEETING DATE & TIME: 02 FEBRUARY 2018; 3:30 –4:45

MEETING LOCATION: PARKS ADMINISTRATION BUILDING, ROOM 301

ATTENDANCE:

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

P Alex Blazer (CoAS, ECUS Vice-Chair)	P Craig Turner (CoAS, ECUS Secretary)
P Kelli Brown (Provost)	R J.F. Yao (CoB, ECUS Member)
P Jolene Cole (Library, ECUS Member)	P John Swinton (CoB, APC Chair)
P Nicole DeClouette (CoE, ECUS Chair)	P Lyndall Muschell (CoE, EAPC Chair)
R Steve Dorman (University President)	P David Johnson (CoAS, FAPC Chair)
R Will Hobbs (CoHS, ECUS Member)	P Diana Young (CoAS, RPIPC Chair)
P Chavonda Mills (CoAS, ECUS Chair Emeritus)	P Emily Gomez (CoAS, SAPC Chair)

GUESTS
Costas Spirou (Senior Associate Provost)

<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 3:30 pm by Nicole DeClouette.		
II. Approval of Agenda	A <u>MOTION</u> to approve the agenda was made and seconded.	The agenda was approved as circulated.	
III. Approval of Minutes	A <u>MOTION</u> to approve the minutes of the 1 Dec 2017 meeting of the Executive Committee with Standing Committee Chairs was made	The 1 Dec 2017 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 this meeting, there was no President's Report.		
Provost's Report Provost Kelli Brown	Well, we got off to a little rocky start this spring semester with starting on Tuesday January 16 and then having to close the institution for two days due to inclement weather. Then the flu hit us. We have had many students (faculty and staff) impacted by this. We extended student health clinic hours this past week until 8:00 p.m. This has helped tremendously in meeting the student demand. I want to thank all the faculty who have been flexible with students during this time. This is really appreciated – thank you.		
Subcommittee on Nominations (SCoN) Alex Blazer	<ol style="list-style-type: none"> 1. <u>Motions</u> SCoN has one motion to submit for university senate consideration at its 16 Feb 2018 meeting. See item 3 for details. 2. <u>Officers</u> The 2017-18 SCoN officers are Alex Blazer (Chair), (No Vice-Chair position) and Craig Turner (Secretary). 3. <u>Slate of Nominees</u> One replacement. <ol style="list-style-type: none"> a. <u>Selected Student Senator and APC</u> Amelia Lord has been selected to replace Altimease Lowe effective 24 Jan 2018 to complete her terms of service on both SAPC and as Selected Student Senator. <p><u>A MOTION</u> to revise the slate of nominees will be placed on the consent agenda for</p>		

	<p>the 16 Feb 2018 university senate meeting.</p> <ol style="list-style-type: none"> 4. <u>USG Faculty Council</u> Glynnis Haley and Alex Blazer request time to report the discussion from the fall meeting during the next University Senate meeting. The spring USGFC meeting is currently scheduled for Friday, 27 Apr 2018 in Atlanta (it was moved from 6 Apr 2018). 5. <u>Governance Retreat</u> Staff Council Chair Evita Shinholster reports that the Staff Council Retreat will be held in the second or third week of July 2018, so the University Senate Governance Retreat can be confirmed for Tuesday, 14 Aug 2018, pending confirmation of the proposed location of Rock Eagle. 6. <u>University Senate Representative to the University Curriculum Committee:</u> A call for self-nominations, due by Monday, 5 Feb 2018, has resulted in one nomination so far: Min Kim. 7. <u>At-Large</u> ECUS adopted an election procedure and timeline for this year's at-large elected faculty senator election. 8. <u>Staff Council</u> Darryl Richardson will be Staff Council Chair beginning 1 July 2018. 		
<p>Executive Committee of the University Senate (ECUS)</p> <p>Nicole DeClouette</p>	<ol style="list-style-type: none"> 1. <u>Motions</u> ECUS has no motions for university senate consideration at its 16 Feb 2018 meeting. 2. <u>Officers</u> The 2017-18 ECUS officers are Nicole DeClouette (Chair), Alex Blazer (Vice-Chair) and Craig Turner (Secretary). 		

3. **Meeting** ECUS met on 02 Feb 2018 from 2:00pm to 3:15pm. The following topics were discussed.
- a. **Presiding Officer Report**
- i. **Institutional Statutes and University Senate Bylaws Revisions**
- 1) The revised university senate bylaws were approved by the university senate on 17 Nov 2017; subsequently approved by President Dorman. Before the revised bylaws are posted on the university senate webpage, we are awaiting approval of the Institutional Statutes by the BoR.
- 2) Meanwhile, we will forge ahead with the second round of revisions. I will email a doodle poll to the individuals who volunteered to help with the next round of revisions. The plan is to have a draft of revisions for ECUS to consider at the March 2nd meeting.
- ii. **Foundation Account** Alex Blazer volunteered to follow up with the University Advancement Office inviting their ideas for future use of this account and to investigate how to set up this account as an option for future instances of the State Charitable Contribution Program.
- b. **Summer Stipend Presiding Officer**
Provost Brown will draft a narrative

	<p>that articulates the expectations of the individual (anticipated is the incoming presiding officer) representing the university senate during summer. She will then share with Chavonda Mills and Alex Blazer to review before presenting the draft for review at the March ECUS and ECUS-SCC meetings.</p> <p>c. <u>Classroom Code of Conduct</u></p> <p>i. At issue is whether or not GC has a definition of "disruptive behavior" and policies and procedures for faculty to follow in the event that they experience disruptive behavior.</p> <p>ii. ECUS decided to route this to both APC and SAPC to review from their different perspectives.</p> <p>d. <u>Procedure to Establish, Restructure, or Rename an Academic Unit</u> Provost Brown will consult with President Dorman about the jurisdiction of review, whether future proposals of this type should be routed through ECUS or through UCC.</p>		
<p>Academic Policy Committee (APC)</p> <p>John R. Swinton</p>	<p>1. <u>Motions</u> APC has no motions to submit for university senate consideration at its 16 Feb 2018 meeting.</p> <p>2. <u>Officers</u> The 2017-18 APC officers are John R. Swinton (Chair), Rodica Cazacu (Vice-Chair) and Catrena Lisse (Secretary).</p> <p>3. <u>Meeting</u> The Academic Policy Committee met on 02 Feb 2018 from</p>		

2:00pm to 3:15pm. The following topics were discussed.

a. **Policy for Make-up Days in Case of Weather or Other Emergencies:**

After review of documents forwarded from the Provost's office and hearing from Registrar Kay Anderson, it was concluded that APC should consider drafting a policy document that encourages each department to establish procedures to deal with loss of instruction time due to emergencies such as unusual weather events.

b. **Office Hours Policy** A request to review the ambiguity of the Georgia College policy regarding office hours led to the decision that APC will attempt to draft a replacement policy that maintains flexibility but adds clarity.

c. **Withdraw Policy** APC reviewed the current policies surrounding student's ability to withdraw from courses without academic or financial penalty (the current 3 day period at the beginning of the semester) and the ability to withdraw with a W. Registrar Kay Anderson provided compelling reasons to not extend either period. In light of APC's recent efforts to let faculty members know that they are to provide feedback before the drop deadline, APC decided to wait to see if the efforts bear fruit before taking any action on this item.

d. **Academic Calendar** An information item, the Chair of APC, John Swinton,

	<p>has heard back from all of the units who are to have input into suggesting the next Academic Calendar. He will be setting a meeting date as soon as possible.</p>		
<p>Educational Assessment and Policy Committee (EAPC)</p> <p>Lyndall Muschell</p>	<ol style="list-style-type: none"> 1. Motions EAPC has no motions to submit for university senate consideration at its 16 Feb 2018 meeting. 2. Officers The 2017-18 EAPC officers are Lyndall Muschell (Chair), Angel Abney (Vice-Chair) and Angela Criscoe (Secretary). 3. Meeting The Educational Assessment and Policy Committee had a meeting scheduled for 02 Feb 2018 from 2:00pm to 3:15pm. <ol style="list-style-type: none"> a. Report EAPC has nothing to report. 		
<p>Subcommittee on the Core Curriculum (SoCC)</p> <p>Brandon Samples</p>	<ol style="list-style-type: none"> 1. Motions SoCC has no motions to submit for university senate consideration at its 16 Feb 2018 meeting. 2. Officers The 2017-18 SoCC officers are Brandon Samples (Chair), Vacant (Vice-Chair) and Kay Anderson (Secretary). 3. No Report As Brandon Samples was unable to attend this meeting, there was no SoCC Report. 		
<p>Faculty Affairs Policy Committee (FAPC)</p> <p>David Johnson</p>	<ol style="list-style-type: none"> 1. Motions FAPC has no motions to submit for consideration by the university senate at its 16 Feb 2018 meeting. 2. Officers The 2017-18 FAPC officers are David Johnson (Chair), Ashley Taylor (Vice-Chair) and Sarah Handwerker (Secretary). 3. Meeting The Faculty Affairs Policy Committee met on 02 Feb 2018 from 		

	<p>2:00pm to 3:15pm and the following item was discussed.</p> <p>a. Emeritus FAPC continues to work on the Emeritus/a Policy.</p>		
<p>Resources, Planning and Institutional Policy Committee (RPIPC)</p> <p>Diana Young</p>	<p>1. Motions RPIPC has no motions to submit for university senate consideration at its 16 Feb 2018 meeting.</p> <p>2. Officers The 2017-18 RPIPC officers are Diana Young (Chair), Donna Bennett (Vice-Chair) and Courtney Manson (Secretary).</p> <p>3. Meeting The Resources, Planning and Institutional Policy Committee met on 02 Feb 2018 from 2:00pm to 3:15pm and the following item was discussed.</p> <p>a. Bookstore Barnes & Noble manager Diane Cunningham (guest) spoke with the committee encouraging faculty to adopt their textbooks as early as possible. She discussed how doing so helps the bookstore secure adequate numbers of used copies of textbooks prior to the start of the semester, thereby avoiding situations in which more students resort to buying new copies. The committee asked follow-up questions of both Diane and guest Greg Brown (Auxiliary Services) about the ins and outs of textbook adoptions. The committee then agreed that, if any suggested policies be put forth, the issue would be steered to FAPC.</p>		
<p>Student Affairs Policy Committee (SAPC)</p> <p>Emily Gomez</p>	<p>1. Motions SAPC has no motions to submit for university senate consideration at its 16 Feb 2018 meeting.</p>		

	<p>2. <u>Officers</u> The 2017-18 SAPC officers are Emily Gomez (Chair), Wanda Johnson (Vice-Chair) and Simplice Tchamna-Kouna (Secretary).</p> <p>3. <u>Meeting</u> The Student Affairs Policy Committee met on 02 Feb 2018 from 2:00pm to 3:15pm and the following items were discussed.</p> <p>a. <u>Midterm Grade Policy</u> The SGA Student Services Committee is working on raising awareness of the importance of entering midterm grades. Many professors are not entering grades or giving updates on student progress until after midterm when it's too late to decide whether or not to drop. (When Kay Anderson visited us last year, she also brought up the importance of entering midterm grades so that advisors know how their advisees are doing and can talk to them about their options.) SGA will look into visiting departmental meetings to talk about the issue.</p> <p>b. <u>Transgender</u> Putting a system in place for transgender students to get email and Bobcat Cards changed to the correct name and gender. A committee member spoke to a student who had been waiting two years to get name and gender updated on email and Bobcat Card. The SGA Student Services committee will look into the issue and see what the steps are and if step by step procedures can be made available to students, possibly partnering with the HUB.</p>		
--	---	--	--

	<p>c. <u>CSAO Search Committee</u> is headed to the airport for two days of interviews on Friday and Saturday as part of the search process for the next Chief Student Affairs Officer (and VP Student Affairs). We have reviewed CV's, rated all candidates, and come together in a meeting to review who would be offered a face-to-face interview at the airport. After review, ten very strong candidates were agreed upon and were invited.</p> <p>d. <u>Next Meeting</u> We will invite Stacey Milner to discuss the Cultural Center's role on campus.</p>		
V. Information Items Actions/Recommendations			
RPIPC Composition Nicole DeClouette	<p><u>3 Nov 2017</u> <i>Nicole DeClouette noted that the proposed revision to the composition of RPIPC (Staff Council Appointee replaced by the Chief Information Officer or designee) was on the docket for inclusion in a future set of university senate bylaws revisions, noting this was primarily to get this into the record and keep it on the radar so it is not lost or forgotten.</i></p>		
University Senate Budgets Nicole DeClouette	<ol style="list-style-type: none"> 1. <u>Foundation Account</u> for university senate is now established and has a balance of \$0. 2. <u>Balance</u> The balance of the university senate budget (\$5000 allocation annually) is presently at \$1601.77. Anticipated expenditures of reimbursement of travel expenditures to Alex Blazer and Glynnis Haley for the recent USG Faculty Council meeting may have been errantly drawn 		

	from each participant's department budget as was initially the case last year. Nicole DeClouette will check and correct if necessary and report back at a future ECUS-SCC meeting.		
Certificates of Recognition Nicole DeClouette	<p>Nicole DeClouette noted that she and Shea Council will begin preparing the annual certificates of recognition for signature by President Dorman. The following three groups will receive certificates of recognition.</p> <ol style="list-style-type: none"> 1. <i>Committee Members who are not also members of the university senate and Committee Officers who are not also members of the university senate</i> with presentation by committee chairs at the 30 Mar 2018 committee meetings. 2. <i>University Senators who complete their terms of service in April 2018</i> with presentation by the Presiding Officer at the 2:00p to 3:15p 20 Apr 2018 meeting of the 2017-18 university senate. 3. <i>University Senate Leaders (committee officers and ECUS members) who are university senators</i> with presentation by the Presiding Officer at the 2:00p to 3:15p 20 Apr 2018 meeting of the 2017-18 university senate. 		
VI. Unfinished Business Review of Action & Recommendations, Provide updates (if any) to Follow-up			
Appeals Process for Decisions of University Senate Committees Nicole DeClouette (Sep)	<p><u>6 Sep 2017</u> <i>Nicole DeClouette reminded those present that as part of his narrative response to Motion 1617.CAPC.020.C, President Dorman stated Finally, I charge the ECUS of</i></p>		<p><u>1 Dec 2017</u> <i>Craig Turner to edit the consent agenda and "appeals" statements to incorporate the proposed</i></p>

<p>Nicole DeClouette (Oct) Nicole DeClouette (Nov) Craig Turner (Dec) Craig Turner (Feb)</p>	<p><i>the University Senate to consider an appeals process whereby decisions made by the various committees of the University Senate may be considered for appeal.</i></p> <p><i>This appeals process had been discussed at the 2017 Governance Retreat with the conclusion that there already exist channels of appeal. This retreat session had been co-facilitated by Nicole DeClouette and Chavonda Mills. Nicole DeClouette provided a synopsis of the findings of the session.</i></p> <ol style="list-style-type: none"> <i>1. The university senate bylaws already provide a process by which three university senators can bring items to ECUS for steering to a committee and possibly result in consideration by the university senate as a committee of the whole. (See University Senate Bylaws IV.Section1)</i> <i>2. All votes coming out of committees be reported; this includes recommendations for a proposal and recommendations against a proposal.</i> <ol style="list-style-type: none"> <i>i. Recommendation for a proposal will come to the university senate floor either as a formal motion or as an informational item on the consent agenda.</i> <i>ii. Recommendation against a proposal will come to the university senate floor on the consent agenda. A single university senator may remove an item from the consent agenda to be considered separately.</i> <i>iii. This way each vote will be recorded and will provide a way for the</i> 	<p><i>revisions adopted at the 1 Dec 2017 ECUS meeting for further review by meeting participants at a future meeting of ECUS and/or ECUS-SCC.</i></p> <p><u>2Feb 2018</u></p> <p>Craig Turner did edit the consent agenda and “appeals” statements to incorporate the proposed revisions adopted at the 1 Dec 2017 ECUS meeting for further review by meeting participants at a future meeting of ECUS and/or ECUS-SCC.</p>
---	---	---

	<p>university senate to advise the President.</p> <p>3. <u>ECUS-SCC Deliberation</u> A lively discussion of the proposal ensued with the following conversation points.</p> <ul style="list-style-type: none"> i. All items on which a committee makes a recommendation (for or against) with a committee vote will be documented in the university senate committee minutes. ii. Recommendations for OR against will come to the university senate floor either as a formal motion or as an item on the consent agenda. iii. The consent agenda is for those matters for which unanimous agreement by all university senators is anticipated. iv. The placing of an item on the consent agenda will be determined by a recommendation of the committee via the committee chair and ultimately determined by the presiding officer in consultation with both the committee chair and the agenda setting body ECUS. v. It is anticipated that language detailing the process will be drafted by Nicole DeClouette in consultation with University Senate Parliamentarian John Sirmans for further review by ECUS as well as standing committee chairs. The ultimate repository of this language is anticipated to be the university senate bylaws. Naturally this will require subjecting this language to 		
--	---	--	--

the university senate bylaws revision process.

6 Oct 2017

Due to the shortness of time, copies of the draft appeal process prepared by Nicole DeClouette and John Sirmans were disseminated to those present with deliberation on the draft postponed to a future ECUS-SCC meeting.

3 Nov 2017

- 1. Nicole DeClouette provided contextual information on the current draft indicating that both sections would likely be proposed for inclusion in university senate bylaws once finalized. She noted that ECUS recommended some revisions to the second sentence of the top section to pluralize the committees and to revise Executive Council to Executive Committee.*
- 2. It was noted from the floor that this is not really an appeals process but a proposal to balance the treatment of recommendations against with recommendations for at the committee level so that all such recommendations (for or against a proposal) receive consideration by the university senate. There was general consensus that this was why appeals appears in quotes and noting that this word (appeals) was used in the charge from President Dorman.*

1 Dec 2017

	<p>1. <i>Having extended regrets to this meeting, Nicole DeClouette had authorized Craig Turner to present the revisions on her behalf to the committee.</i></p> <p>2. <i>Craig Turner noted that the revisions to re-express the second sentence were to strike</i> <i>The Presiding Officer, following the recommendation of a committee and in consultation with that committee's chair and the Executive Council of the University Senate, shall determine which items are placed on the consent agenda. and add the following in its place</i> <i>For each source committee, items emerging from that source committee are placed on the consent agenda by the Presiding Officer at the request of, and in consultation with, the chair of that source committee. The Presiding Officer may consult with the Executive Committee of the University Senate when setting the consent agenda.</i> <i>There was general consensus by those present at the 1 Dec 2017 ECUS meeting to adopt this proposed revision.</i></p> <p>3. <i>At the 1 Dec 2017 ECUS meeting, deliberation continued resulting in the following revisions being proposed with the support of those present at this meeting.</i> <i>In the consent agenda statement</i></p> <ul style="list-style-type: none"> <i>a. Use source throughout as a committee modifier, so standing committee to be replaced by source committee.</i> <i>b. In the penultimate sentence, replace may with shall and replace in gross</i> 		
--	--	--	--

	<p><i>with collectively, the new sentence reading Items not removed from the consent agenda shall be considered collectively and without amendment or debate.</i></p> <p><i>c. In the final sentence, increase the voting threshold from a majority to a two-thirds majority to align with current practice and specify explicitly to what group this two-thirds majority is applied, the new sentence reading A motion to approve the consent agenda requires a second and a two-thirds majority of those casting votes favoring adoption, assuming the presence of a quorum.</i></p> <p><i>In the “appeals” statement</i></p> <p><i>a. Replace will with shall in sentence three for consistency.</i></p> <p><i>b. In the final sentence, replace voted on with shall receive disposition and specify explicitly what shall be recorded in minutes, the new sentence reading All recommendations by a committee, for or against a proposal, shall receive disposition by the University Senate and this disposition along with a summary of any preceding deliberation shall be recorded in the University Senate minutes.</i></p> <p><i>4. <u>ECUS-SCC Deliberation</u> There were no additional suggestions or expressions of dissent from the floor for the proposed revisions presented on behalf of ECUS.</i></p> <p>2 Feb 2018</p>		
--	--	--	--

	<p>Craig Turner noted that the draft circulated with the agenda had the recent revisions shown in red print, and invited editorial suggestions. There were no additional suggestions or expressions of dissent from the floor for the circulated document.</p> <p>Craig Turner noted that these statements would be added to the growing list of proposed revisions to university senate bylaws presently under consideration. Those present were supportive of this proposal.</p>		
<p>ECUS Composition</p> <p>Nicole DeClouette</p>	<p><u>6 Sep 2017</u></p> <ol style="list-style-type: none"> 1. <i>Nicole DeClouette read into the record contextual information regarding a proposed revision to the composition of ECUS. The interested reader is directed to the 31 Mar 2017 ECUS-SCC minutes for details.</i> 2. <i>Nicole DeClouette requested standing committee chairs to seek feedback from their committees on the proposal as the topic was not discussed at the 2017 Governance Retreat as planned.</i> 3. <i>There was a request from standing committee chairs that the aforementioned contextual information be provided electronically by email. Nicole DeClouette and Craig Turner agreed to ensure that this information was shared.</i> <p><i><u>Note</u> During the preparation of these minutes, it is noted that this contextual information email was sent to the distribution group scc@gcsu.edu of standing committee chairs.</i></p> <p><u>6 Oct 2017</u></p>		

	<p><i>Due to the shortness of time, deliberation on this topic was postponed to a future ECUS-SCC meeting.</i></p> <p><u>3 Nov 2017</u> <i>Further deliberation of this item is deferred until the resolution of curricular matters, in particular how the modifications to CAPC and SoCC and the establishment of the University Curriculum Committee play out.</i></p>		
<p>University Senate Composition</p> <p>Nicole DeClouette</p>	<p><u>6 Sep 2017</u></p> <ol style="list-style-type: none"> 1. <i>Nicole DeClouette noted the source of this issue was the identification of the tension between the number of elected faculty senators and the number of elected faculty senator positions on university senate committees. Recent practice to relieve this tension has been to find an elected faculty senator on SoCC willing to also serve on CAPC to meet the bylaws requirements pertinent to elected faculty senators. At present, Mary Magoulick is serving on both SoCC and CAPC. The interested reader is directed to the 31 Mar 2017 ECUS minutes for more details including ideas that were proposed during 2016-17 for consideration to relieve this tension.</i> 2. <i>In light of the current development of the university curriculum committee and the uncertainty of the university curriculum committee's impact on the continuation of CAPC and SoCC, a recommendation to postpone consideration of this issue until there is more certainty – which is anticipated by January 2018 – was offered from the floor. There was no dissenting</i> 		

	<p>voice to this recommended course of action.</p> <p>3. There were brief conversation threads indicating that CAPC would almost certainly persist to review, develop and amend curricular policy and curricular assessment, the latter being the A of CAPC (Curriculum and Assessment Policy Committee).</p> <p><u>3 Nov 2017</u> Further deliberation of this item is deferred until the resolution of curricular matters, in particular how the modifications to CAPC and SoCC and the establishment of the University Curriculum Committee play out.</p>		
<p>Photos for the University Senate Online Senator Database</p>	<p><u>6 Oct 2017</u> Alex Blazer brought to the attention of the assembly the large number of current university senate committee members who did not have an image (headshot) in the online senator database housed at senate.gcsu.edu. He noted that he (in his role as department webmaster) had remedied this shortcoming of his department's website by inviting his department colleagues to avail themselves of the standing time the university photographer provides for taking official GC headshots. While it was acknowledged that some may prefer not to have a headshot in the online senator database, there was consensus of those present that Alex Blazer provide information to members of all current members of university senate committees of the option to get a headshot for use in the online senator database by following the guidance found under the heading Official</p>		<p><u>6 Oct 2017</u> Alex Blazer to alert current members of university senate committees with guidance on how to get an official headshot for use in the online senator database.</p>

	<p><i>Georgia College Headshots</i> at the website http://www.gcsu.edu/communications/photography-guidelines.</p>		
<p>2018-2019 Governance Calendar</p> <p>Nicole DeClouette (Nov) Craig Turner (Dec) Craig Turner (Feb)</p>	<p><u>3 Nov 2017</u></p> <p>1. <i>Nicole DeClouette provided the following contextual information.</i></p> <ul style="list-style-type: none"> a. <i>Craig Turner drafted the 2018-2019 Governance Calendar for ECUS review and he, Alex Blazer, and Nicole DeClouette are in the process of confirming dates with people across campus.</i> b. <i>ECUS recommended against including the meeting dates of the Graduate Council and University Curriculum Committee on the governance calendar since these committees will no longer be recommending items to the university senate or its committees.</i> c. <i>Nicole DeClouette will follow up with Veronica Womack regarding the date for Making Excellence Inclusive.</i> d. <i>Provost Brown will work, in concert with the President's office, to schedule the August events (e.g., New Faculty Orientation, Assessment Day, Convocation, etc.)</i> e. <i>Alex Blazer will consult with Evita Shinholster regarding the date for the Staff Council Retreat and strive to ensure it will not coincide with the University Senate Governance Retreat.</i> <p>2. <i>A recommendation from the floor was to include meetings of Graduate Council and the University Curriculum Committee on</i></p>		

the 2018-2019 Governance Calendar. There was general consensus to do so. This was primarily to promote transparency and noting that the governance calendar could be one channel of awareness of the meeting times of these committees for university faculty.

1 Dec 2017

1. *Craig Turner expressed appreciation for the confirmations received from*
 - a. *Susan Allen (Winter Break Dates)*
 - b. *Provost Brown (Faculty Contract Start (Aug 1), Faculty Contract End (May 16), Celebration of Excellence (Apr 19), Assessment Day (Aug 15), State of the University Address (Feb 8), “Welcome Back Faculty” Breakfast (Aug 16), and Service Recognition (Feb 15)).*
2. *Still requiring confirmation are*
 - a. *New Faculty Orientation (in preparation by Costas Spirou)*
 - b. *Making Excellence Inclusive Faculty Day (Nicole DeClouette coordinating with Veronica Womack)*
 - c. *Graduate Council meetings, University Curriculum Committee meetings, General Education Committee meetings (in preparation by Costas Spirou)*
 - d. *College Meeting Aug 15 (Provost Brown confirmed orally)*
 - e. *Department Meeting Aug 16 (Provost Brown confirmed orally)*
 - f. *First Year Convocation Aug 17 (no information yet available) Note:*

During the preparation of these minutes, it was determined that this item will be confirmed by Provost Brown.

g. Common Reader Sessions Aug 17 (no information yet available) Note: During the preparation of these minutes, it was determined that this item will be confirmed by Provost Brown.

h. Governance Retreat (in preparation by Alex Blazer)

3. ECUS-SCC Deliberation

a. An editorial suggestion was that both 3 Sep 2017 and 10 Sep 2017 were coded as Labor Day. Of course, only 3 Sep 2017 should be so coded.

b. A question from the floor requested information about proposed dates for meetings of Graduate Council, GEC, and UCC. While this is still a work in progress, the current proposal is for Graduate Council, GEC, and UCC to meet 1:00-1:50 on the second, third, and fourth Fridays of a month, respectively, when possible. Obviously with holidays this is not possible in November and December.

2 Feb 2018

Craig Turner noted that all events were now confirmed for the DRAFT 2017-2018 Governance Calendar with appreciation for the efforts of Provost Brown in facilitating these confirmations.

Nicole DeClouette noted that Provost Brown was circulating the draft to deans and

	<p>department chairs for review and feedback which is consistent with recent practice.</p>		
<p>University Senate Bylaws</p> <p>Chavonda Mills (Dec) Nicole DeClouette (Feb)</p>	<p><u>1 Dec 2017</u></p> <ol style="list-style-type: none"> 1. <i>Chavonda Mills noted that now that the university senate bylaws have been revised to comply with the higher order documents (institutional statutes and BoR/USG policy), the backlog of proposed university senate bylaws revisions can be aggregated into a new revision proposal.</i> 2. <i>The backlog items include but are not limited to the following.</i> <ul style="list-style-type: none"> • <i>“Appeals” Process</i> • <i>Consent Agenda</i> • <i>RPIPC Composition, specifically the Chief Information Officer (CIO) or designee replacing Staff Council rep.</i> • <i>References to CAPC throughout</i> • <i>Dissolve SoCC</i> • <i>Budget, the existing annual budget allocation and any budget guiding principles (reimburse authorized voting and non-voting USGFC meeting participants)</i> 3. <i>The proposed timeline is to have this bundle of proposed revisions ready for a first reading in March 2018 and a second reading in April 2018.</i> 4. <i>Is anyone willing to serve on the Bylaws Revisions Committee? The following individuals volunteered to serve.</i> <ul style="list-style-type: none"> • <i>David Johnson</i> • <i>Chavonda Mills</i> • <i>Lyndall Muschell</i> • <i>John Swinton</i> • <i>Craig Turner</i> 		

	<p>5. <i>An open invitation was extended to volunteer by email to Nicole DeClouette.</i></p> <p><u>2 Feb 2018</u> Nicole DeClouette shared her intent to use a Doodle poll to schedule a meeting of the bylaws revision volunteers.</p>		
VII. New Business Actions/Recommendations			
Annual Committee Reports Due Date and Template Nicole DeClouette	<p>Nicole DeClouette noted that the university senate bylaws require annual review of the template and due date for annual reports of committees by standing committee chairs and the members of the executive committee. There was some discussion of setting the due date and general consensus that these annual reports should be available for the governance retreat committee sessions and weren't necessary for committee organizational meetings. It was noted that Fri 11 May 2018 was the last day of the four-day final exam period for spring 2018.</p> <p><i>A <u>MOTION</u> to adopt the existing template with no revisions with a due date no later than 11:59pm Fri 11 May 2018 was made, seconded and adopted with no further discussion and no dissenting voice.</i></p>		
Steering of Items to Committees Nicole DeClouette	<p>At the time of this meeting, there was one item that required steering to a committee.</p> <p>1. Student Disruptive Behavior in Classroom policy was steered to both SAPC and APC proposing APC consider academic penalties for such behavior and SAPC consider student citizen penalties for such behavior. One viewpoint was this was similar to academic honesty where academic penalties for violations are set by</p>		

	<p>course instructors while separate and distinct there could be penalties for a violation of the student honor code adjudicated by the student judicial board. There was a recommendation not to consider freedom of speech issues which were matters of constitutional law. Finally it was noted that the institutional human resources manual spoke to disruptive behavior and might be pertinent. The link to this language was sent to chairs of APC and SAPC by Alex Blazer .and this link is http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Office-of-Human-Resources/Employee-Relations/Disruptive-Behavior</p>		
University Senate Agenda and Minutes Review	<ol style="list-style-type: none"> 1. Tentative Agenda 16 Feb 2018: Based on the committee reports at this meeting <ol style="list-style-type: none"> a. Motions There will be up to one motion on the agenda of this meeting of the university senate, specifically <ol style="list-style-type: none"> i. SCoN (1) <ol style="list-style-type: none"> 1) Slate of Nominees b. Reports Administrative reports and committee reports will also be agenda items. 2. University Senate Minutes Review: A MOTION that the <i>DRAFT</i> minutes of the 26 Jan 2018 meeting of the 2017-2018 university senate be circulated for university senator review was made and seconded. 	The motion (circulate minutes) was approved.	<ol style="list-style-type: none"> 1. Nicole DeClouette to draft the tentative agenda of this university senate meeting. 2. Motions to be entered into the online motion database by SCoN (1). 3. Craig Turner to circulate the DRAFT of the university senate meeting minutes to university senators for review.
VIII. Next Meeting (Tentative Agenda, Calendar)			
1. Calendar	<p>16 Feb 2018 @ 2:00pm Univ. Senate A&S 2-72 02 Mar 2018 @ 2:00pm ECUS Parks 301 02 Mar 2018 @ 3:30pm ECUS-SCC Parks 301</p>		

2. Tentative Agenda	Some of the deliberation today may have generated tentative agenda items for future ECUS and ECUS-SCC meetings.		Nicole DeClouette to ensure that such items (if any) are added to agenda of a future meeting of ECUS or ECUS-SCC.
IX. Adjournment	As there was no further business to consider, a MOTION to adjourn the meeting was made and seconded.	The motion to adjourn was approved and the meeting adjourned at 4:15 pm.	

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: NICOLE DECLOUETTE (CHAIR), ALEX BLAZER (VICE-CHAIR), CRAIG TURNER (SECRETARY)

ACADEMIC YEAR: 2017-2018

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.

Meeting Dates	9/1/2017	10/6/2017	11/3/2017	12/1/2017	2/2/2018	3/2/2018	3/31/2018	Present	Regrets	Absent
Alex Blazer <i>EFS; CoAS; ECUS Vice-Chair</i>	P	P	P	R	P			4	1	0
Kelli Brown <i>Provost</i>	P	P	P	P	P			5	0	0
Jolene Cole <i>EFS; Library; ECUS Member</i>	R	P	R	P	P			3	2	0
Nicole DeClouette <i>EFS; CoE; ECUS Chair</i>	P	P	P	R	P			4	1	0
Steve Dorman <i>University President</i>	R	R	R	R	R			0	5	0
Will Hobbs <i>EFS; CoHS; ECUS Member</i>	P	R	R	P	R			2	3	0
Chavonda Mills <i>EFS; CoAS; ECUS Chair Emeritus</i>	P	R	R	P	P			3	2	0
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P	P	P	P	P			5	0	0
J.F. Yao <i>EFS; CoB; ECUS Member</i>	R	R	P	P	R			2	3	0
John Swinton <i>EFS; CoB; APC Chair</i>	P	R	P	P	P			4	1	0
Lyndall Muschell <i>EFS; CoE; EAPC Chair</i>	P	P	P	P	P			5	0	0
David Johnson <i>EFS; CoAS; FAPC Chair</i>	P	P	P	P	P			5	0	0
Diana Young <i>EFS; CoAS; RPIPC Chair</i>	P	P	P	P	P			5	0	0
Emily Gomez <i>EFS; CoAS; SAPC Chair</i>	P	P	P	R	P			4	1	0

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