

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

MEETING DATE & TIME: 02 MARCH 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)	P	J.F. Yao (CoB, ECUS Member)
R	Jolene Cole (Library, ECUS Member)	R	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)	R	Emily Gomez (CoAS, SAPC Chair)
GUESTS			
Rodica Cazacu (APC 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 3:30 pm by Nicole DeClouette.		
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 2 Feb 2017 meeting of the Executive Committee with Standing Committee Chairs was made	The 2 Feb 2018 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	Provost Brown indicated that she had nothing to report.		
Subcommittee on Nominations (SCoN) Alex Blazer	<ol style="list-style-type: none"> 1. <u>Motions</u> SCoN has no motions to submit for university senate consideration at its 16 Mar 2018 meeting. 2. <u>Officers</u> The 2017-18 SCoN officers are Alex Blazer (Chair), (No Vice-Chair position) and Craig Turner (Secretary). 3. <u>USG Faculty Council</u> At the spring meeting in Atlanta on 27 Apr 2018, representatives will discuss a resolution on standard operative procedures for summer pay across the USG. This resolution is attached as a supporting document to these minutes. 4. <u>2018-2019 University Senate</u> Elected faculty senator election results were announced by email on 1 Mar 2018. Two elected faculty senator elections from the College of Business are in progress. Naming of the Selected Staff Senators and Selected Student Senators are in progress. Various administrative officers will be contacted regarding new and continuing appointees and designees. 5. <u>Presiding Officer Elect Nomination</u> When all incoming elected faculty senators are reported, SCoN can nominate 		

	<p>a Presiding Officer Elect from among the 2018-2019 Elected Faculty Senators.</p> <p>6. <u>Standing Committee Assignments</u> A survey of committee preferences will be sent to 2018-2019 elected faculty senators. A call for volunteers and preferences will be sent to the Corps of Instruction. How does SCoN wish the slate of committee assignments to be drafted? Possibilities include: the Chair drafts, the Chair and volunteer SCoN member(s) draft, or SCoN as a whole drafts at the next ECUS meeting.</p> <p>7. <u>University Senate Representation</u> After verification of some of the committees, a survey for volunteers will be sent to 2018-2019 elected faculty senators.</p> <p>8. <u>At-Large Election Balloting Procedure Recommendation for 2018</u> There are two ways to hold an election with Qualtrics: 1) distribute one link to all voters or 2) distribute a personalized link to each voter. The first way (one link for all voters) can be set so for one vote per IP address; however, the person setting up the survey has to remember to click the Ballot Stuffing Prevention button and voters can vote more than once by clearing their cookies or voting from a different computer. The second way (one link per voter) is more secure but requires a trusted email distribution list. It is recommended that SCoN requests the Fall 2018 Corps of Instruction list with included email addresses so emails can be confirmed and then used in the spring for At Large Senator voting via Qualtrics personalized</p>		
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vote link. This email list will also be useful in soliciting volunteers for standing committees.

9. **Foundation Account Report Recipient**

Bob Vivalo, University Advancement Account, reports that to change to whom the report is sent, for instance, from outgoing Presiding Officer to incoming Presiding Officer, we must complete an Alumni Foundation Account Request Form. The form is the same regardless of whether you are requesting an account or requesting an update to an account.

10. **State Charitable Contributions Plan**

If an individual wishes to be specific to which Foundation account she wants her money to be directed, University Advancement advises the individual to provide an email with her receipt giving to the GCSU Foundation via SCCP and to indicate which Foundation account to apply it to. University Advancement cannot create an account in SCCP as the Georgia College Foundation already exists; however, donors can advise where the donation needs to be applied. The email can be sent to Marcia Cainion, Gift Processor.

11. **University Advancement**

Kim Taylor, Director of Advancement Services, shared some questions, concerns, and a suggestion. She wondered who would give to University Senate. If we solicit donations from faculty and staff associated with University Senate, such as current and former senators and volunteers, and we control how the money

	<p>is used, then it would violate tax deductibility. We would have to authorize someone not on Senate to approve the use of the donated funds. Her suggestion would be to request unrestricted funds from the Annual Fund of the Foundation through either the Office of Academic Affairs or the Office of the President. For example, Senate could ask for funds from the Academic Affairs budget, or ask the Provost to request additional unrestricted funds from the Foundation.</p>		
<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 one motion for university senate consideration at its 16 Mar 2018 meeting. See item 3a. 2. <u>Officers</u> The 2017-18 ECUS officers are Nicole DeClouette (Chair), Alex Blazer (Vice-Chair) and Craig Turner (Secretary). 3. <u>Meeting</u> ECUS met on 02 Mar 2018 from 2:00pm to 3:15pm. The following topics were discussed. <ol style="list-style-type: none"> a. <u>Motion</u> ECUS will sponsor a motion with the proposed bylaws revisions agreed to for the proposal on the agenda later in this meeting. b. <u>Presiding Officer Report</u> <ol style="list-style-type: none"> i. <u>Certificates of Recognition</u> <ol style="list-style-type: none"> 1) I spoke with Shea Council and she has the template and enough paper to print the certificates. 2) I will work to get her a list of names so she can begin printing so that President Dorman has time to sign them 		

	<p>ahead of the March 30 standing committee meetings.</p> <p>ii. <u>Budget</u>: \$1,477.11</p> <p>1) Omega Hedgepeth in the Business Office was able to straighten out the accounts so that each of Alex Blazer's and Glynnis Haley's reimbursement to attend the December 2017 USGFC meeting came out of the senate account instead of other accounts.</p> <p>2) I will work with Shea Council to order more binders for the governance retreat.</p>		
<p>Academic Policy Committee (APC)</p> <p>Rodica Cazacu</p> <p>for</p> <p>John R. Swinton</p>	<p>1. <u>Motions</u> APC has no motions to submit for university senate consideration at its 16 Mar 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 had a meeting scheduled for 02 Mar 2018 from 2:00pm to 3:15pm.</p> <p>a. <u>No Quorum</u> The APC meeting was cancelled due to no quorum.</p>		
<p>Educational Assessment and Policy Committee (EAPC)</p> <p>Lyndall Muschell</p>	<p>1. <u>Motions</u> EAPC has no motions to submit for university senate consideration at its 16 Mar 2018 meeting.</p> <p>2. <u>Officers</u> The 2017-18 EAPC officers are Lyndall Muschell (Chair), Angel Abney (Vice-Chair) and Angela Criscoe (Secretary).</p> <p>3. <u>Meeting</u> The Educational Assessment and Policy Committee had a meeting</p>		

	<p>scheduled for 02 Mar 2018 from 2:00pm to 3:15pm.</p> <p>a. <u>Report</u> EAPC had no business to conduct, so its meeting was cancelled.</p>		
<p>Subcommittee on the Core Curriculum (SoCC)</p> <p>Brandon Samples</p>	<p>1. <u>Motions</u> SoCC has no motions to submit for university senate consideration at its 16 Mar 2018 meeting.</p> <p>2. <u>Officers</u> The 2017-18 SoCC officers are Brandon Samples (Chair), Vacant (Vice-Chair) and Kay Anderson (Secretary).</p> <p>3. <u>No Report</u> As Brandon Samples was unable to attend this meeting, there was no SoCC Report.</p>		
<p>Faculty Affairs Policy Committee (FAPC)</p> <p>David Johnson</p>	<p>1. <u>Motions</u> FAPC has no motions to submit for consideration by the university senate at its 16 Mar 2018 meeting.</p> <p>2. <u>Officers</u> The 2017-18 FAPC officers are David Johnson (Chair), Ashley Taylor (Vice-Chair) and Sarah Handwerker (Secretary).</p> <p>3. <u>Meeting</u> The Faculty Affairs Policy Committee had a meeting scheduled for 02 Mar 2018 from 2:00pm to 3:15pm.</p> <p>a. <u>Report</u> FAPC had no business to conduct, so its meeting was cancelled.</p>		
<p>Resources, Planning and Institutional Policy Committee (RPIPC)</p> <p>Diana Young</p>	<p>1. <u>Motions</u> RPIPC has no motions to submit for university senate consideration at its 16 Mar 2018 meeting.</p> <p>2. <u>Officers</u> The 2017-18 RPIPC officers are Diana Young (Chair), Donna Bennett (Vice-Chair) and Courtney Manson (Secretary).</p> <p>3. <u>Meeting</u> The Resources, Planning and Institutional Policy Committee had a meeting scheduled for 02 Mar 2018 from 2:00pm to 3:15pm.</p>		

	a. Report FAPC had no business to conduct, so its meeting was cancelled.		
Student Affairs Policy Committee (SAPC) Emily Gomez	<ol style="list-style-type: none"> 1. Motions SAPC has no motions to submit for university senate consideration at its 16 Mar 2018 meeting. 2. Officers The 2017-18 SAPC officers are Emily Gomez (Chair), Wanda Johnson (Vice-Chair) and Simplicie Tchamna-Kouna (Secretary). 3. Meeting The Student Affairs Policy Committad a meeting scheduled for 02 Mar 2018 from 2:00pm to 3:15pm. <ol style="list-style-type: none"> a. No Quorum The SAPC meeting was cancelled due to no quorum. This was reported by Emily Gomez when she extended Regrets as she was unable to attend this meeting. 		
V. Information Items Actions/Recommendations			
RPIPC Composition Nicole DeClouette	<p><u>3 Nov 2017</u></p> <p><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. Foundation Account for university senate is now established and has a balance of \$0. 2. Balance The balance of the university senate budget (\$5000 allocation annually) is presently at \$1477.11. 		

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) Nicole DeClouette (Oct) Nicole DeClouette (Nov) Craig Turner (Dec) Craig Turner (Feb) Nicole DeClouette (Mar)	<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 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> <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"> 1. <i>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> 2. <i>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> 		<p><u>1 Dec 2017</u> <i>Craig Turner to 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.</i></p> <p><u>2Feb 2018</u> <i>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.</i></p>

	<ul style="list-style-type: none"> ii. <i>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> iii. <i>This way each vote will be recorded and will provide a way for the university senate to advise the President.</i> <p>3. <u>ECUS-SCC Deliberation</u> <i>A lively discussion of the proposal ensued with the following conversation points.</i></p> <ul style="list-style-type: none"> i. <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.</i> ii. <i>Recommendations for OR against will come to the university senate floor either as a formal motion or as an item on the consent agenda.</i> iii. <i>The consent agenda is for those matters for which unanimous agreement by all university senators is anticipated.</i> iv. <i>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.</i> v. <i>It is anticipated that language detailing the process will be drafted by Nicole DeClouette in</i> 		
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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

1. *Having extended regrets to this meeting, Nicole DeClouette had authorized Craig Turner to present the revisions on her behalf to the committee.*
2. *Craig Turner noted that the revisions to re-express the second sentence were to strike
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
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.
There was general consensus by those present at the 1 Dec 2017 ECUS meeting to adopt this proposed revision.*
3. *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.

In the consent agenda statement

- a. Use source throughout as a committee modifier, so standing committee to be replaced by source committee.*
- b. In the penultimate sentence, replace may with shall and replace in gross with collectively, the new sentence reading Items not removed from the consent agenda shall be considered collectively and without amendment or debate.*
- 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.*

In the “appeals” statement

- a. Replace will with shall in sentence three for consistency.*
- 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*

	<p><i>recorded in the University Senate minutes.</i></p> <p>4. <u>ECUS-SCC Deliberation</u> <i>There were no additional suggestions or expressions of dissent from the floor for the proposed revisions presented on behalf of ECUS.</i></p> <p><u>2 Feb 2018</u> <i>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.</i> <i>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.</i></p> <p><u>2 Mar 2018</u> <i>This language has been added as a proposed revision to the university senate bylaws. This completes deliberation on these issues.</i></p>		
<p>ECUS Composition</p> <p>Nicole DeClouette</p>	<p><u>6 Sep 2017</u></p> <p>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></p> <p>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></p>		

	<p>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> <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> <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> <p>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</i></p>		

	<p><i>ideas that were proposed during 2016-17 for consideration to relieve this tension.</i></p> <p>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 voice to this recommended course of action.</i></p> <p>3. <i>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).</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><u>2 Mar 2018</u> Given the proposal to dissolve SoCC, the bylaws drafting group recommends against making any modification to university senate composition at this time</p>		
Photos for the University Senate Online Senator Database	<u>6 Oct 2017</u> <i>Alex Blazer brought to the attention of the assembly the large number of current university senate committee members who did</i>		<u>6 Oct 2017</u> <i>Alex Blazer to alert current members of university senate committees with</i>

	<p><i>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 Georgia College Headshots at the website http://www.gcsu.edu/communications/photography-guidelines.</i></p>		<p><i>guidance on how to get an official headshot for use in the online senator database.</i></p>
<p>2018-2019 Governance Calendar</p> <p>Nicole DeClouette (Nov) Craig Turner (Dec) Craig Turner (Feb) Nicole DeClouette (Mar)</p>	<p><u>3 Nov 2017</u></p> <p><i>1. Nicole DeClouette provided the following contextual information.</i></p> <ul style="list-style-type: none"> <i>a. 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> <i>b. 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. *Nicole DeClouette will follow up with Veronica Womack regarding the date for Making Excellence Inclusive.*
 - d. *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.)*
 - e. *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.*
2. *A recommendation from the floor was to include meetings of Graduate Council and the University Curriculum Committee on 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)).*

	<p>2. <i>Still requiring confirmation are</i></p> <ul style="list-style-type: none"> a. <i>New Faculty Orientation (in preparation by Costas Spirou)</i> b. <i>Making Excellence Inclusive Faculty Day (Nicole DeClouette coordinating with Veronica Womack)</i> c. <i>Graduate Council meetings, University Curriculum Committee meetings, General Education Committee meetings (in preparation by Costas Spirou)</i> d. <i>College Meeting Aug 15 (Provost Brown confirmed orally)</i> e. <i>Department Meeting Aug 16 (Provost Brown confirmed orally)</i> f. <i>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.</i> g. <i>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.</i> h. <i>Governance Retreat (in preparation by Alex Blazer)</i> <p>3. <u>ECUS-SCC Deliberation</u></p> <ul style="list-style-type: none"> a. <i>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.</i> b. <i>A question from the floor requested information about proposed dates for meetings of Graduate Council, GEC,</i> 		
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	<p><i>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.</i></p> <p><u>2 Feb 2018</u> <i>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.</i> <i>Nicole DeClouette noted that Provost Brown was circulating the draft to deans and department chairs for review and feedback which is consistent with recent practice.</i></p> <p><u>2 Mar 2018</u> No feedback was received from department chairs, deans, or university senators. There were no suggested revisions to edit the draft from the floor. A <u>MOTION</u> <i>To adopt the 2018-2019 Governance Calendar as circulated</i> was made, seconded and adopted with no dissenting voice.</p>		
<p>University Senate Bylaws</p> <p>Chavonda Mills (Dec) Nicole DeClouette (Feb)</p>	<p><u>1 Dec 2017</u> 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</i></p>		

- revisions can be aggregated into a new revision proposal.*
2. *The backlog items include but are not limited to the following.*
 - *“Appeals” Process*
 - *Consent Agenda*
 - *RPIPC Composition, specifically the Chief Information Officer (CIO) or designee replacing Staff Council rep.*
 - *References to CAPC throughout*
 - *Dissolve SoCC*
 - *Budget, the existing annual budget allocation and any budget guiding principles (reimburse authorized voting and non-voting USGFC meeting participants)*
 3. *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.*
 4. *Is anyone willing to serve on the Bylaws Revisions Committee? The following individuals volunteered to serve.*
 - *David Johnson*
 - *Chavonda Mills*
 - *Lyndall Muschell*
 - *John Swinton*
 - *Craig Turner*
 5. *An open invitation was extended to volunteer by email to Nicole DeClouette.*

2 Feb 2018

Nicole DeClouette shared her intent to use a Doodle poll to schedule a meeting of the bylaws revision volunteers.

2 Mar 2018

	<p>Nicole DeClouette shared the following.</p> <ol style="list-style-type: none"> a. Craig Turner prepared a draft of proposed revisions and circulated the draft to the work group electronically. b. The work group (Craig Turner, Nicole DeClouette, John Swinton, Alex Blazer, Chavonda Mills, Lyndall Muschell, and David Johnson) met on 21 Feb 2018 to discuss the revisions. c. Craig Turner revised the document once again and this was what was circulated to ECUS to review in preparation for today's meeting. d. Craig Turner created a summary of the editorial and non-editorial proposed revisions, which was circulated electronically with the ECUS agenda. e. Craig Turner created an additional document, "University Senate Agreements" as a place to store items that are part of standing operating practice. This document was available on the table. <p>Craig Turner noted that there was a typo in editorial revision 14 on the summary document where Section5 should be Section3. Craig Turner provided a brief summary of editorial and non-editorial revisions proposed and invited questions from the floor. There were none.</p> <p>A <u>MOTION</u> <i>To have ECUS sponsor a motion proposing the revisions to the university senate bylaws as circulated for a first reading at the 16 Mar 2018 university senate meeting was made, seconded and adopted with no dissenting voice.</i></p>		
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VII. New Business Actions/Recommendations			
Summer Stipend for the Presiding Officer Nicole DeClouette	<p>A draft of the proposed language for summer support was circulated at the meeting and read as follows.</p> <p><i>Proposal</i> <i>Provide a summer stipend to the incoming University Senate Presiding Officer.</i></p> <p><i>Amount</i> <i>Flat amount of \$3000 (\$1500 in June; \$1500 in July)</i></p> <p><i>Role</i> <i>During the summer, the Presiding Officer will plan the senate retreat; respond to emails that come from Provost and/or President on issues that require senate representation; consult with Provost and/or President on new policies enacted over the summer (i.e. gun law in 2017). If needed, call a meeting of the University Senate.</i></p> <p>One editorial suggestion made by ECUS at its 2 Mar 2018 meeting that was accepted with no dissent was to add a catchall clause of <i>other duties as assigned</i> to account for unanticipated activities. This edition was equally acceptable to those present at this meeting.</p> <p>A <u>MOTION</u> <i>To accept the commitment to a summer stipend as indicated above</i> was made, seconded and adopted with no dissenting voice</p> <p>Provost Brown indicated her intent to begin the paperwork necessary to support Summer 2018 implementation for paying this stipend to incoming Presiding Officer Alex Blazer.</p>		

<p>Procedure to Establish, Restructure, or Rename an Academic Unit</p> <p>Provost Brown</p>	<p>A draft of the proposed language was circulated along with the agenda for this meeting.</p> <p>Provost Brown indicated that as requested, she had consulted with President Dorman for jurisdictional guidance. The guidance was that university senate does not have jurisdiction on these matters. In light of that guidance, the step V (ECUS facilitates consideration by the university senate) was deleted and Step VI (now Step V) was amended to indicate the Provost would make a recommendation and forward the proposal to the President and Cabinet. Step VII (now Step VI) was amended to propose that the Provost inform the University Senate via Provost Report of the President's final decision.</p> <p>After observing a couple minor editorial changes involving an extra period in Step IV and a missing period in Step V, there was general consensus by those present to support the revisions proposed.</p>		
<p>Steering of Items to Committees</p> <p>Nicole DeClouette</p>	<p>At the time of this meeting, there were no items that required steering to a committee.</p>		
<p>University Senate Agenda and Minutes Review</p>	<p>1. <u>Tentative Agenda 16 Mar 2018</u>: Based on the committee reports at this meeting</p> <p>a. <u>Motions</u> There will be up to one motion on the agenda of this meeting of the university senate, specifically</p> <p>i. ECUS (1)</p> <p>1) Proposed Bylaws Revisions</p>	<p>The motion (circulate minutes) was approved.</p>	<p>1. Nicole DeClouette to draft the tentative agenda of this university senate meeting.</p> <p>2. Motions to be entered into the online motion database by ECUS (1).</p>

	<p>b. Reports Administrative reports and committee reports will also be agenda items.</p> <p>2. University Senate Minutes Review: A MOTION that the <i>DRAFT minutes of the 16 Feb 2018 meeting of the 2017-2018 university senate be circulated for university senator review</i> was made and seconded.</p>		<p>3. Craig Turner to circulate the DRAFT of the university senate meeting minutes to university senators for review.</p>
VIII. Next Meeting (Tentative Agenda, Calendar)			
1. Calendar	<p>16 Mar 2018 @ 3:30pm Univ. Senate A&S 2-72 30 Mar 2018 @ 2:00pm ECUS Parks 301 30 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 <i>adjourn the meeting</i> was made and seconded.	The motion to adjourn was approved and the meeting adjourned at 3: 57 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.

Acronyms	EFS = Elected Faculty Senator;									
	CoAS = College of Arts and Sciences, CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences									
Meeting Dates	9/1/2017	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	P		5	1	0
Kelli Brown <i>Provost</i>	P	P	P	P	P	P		6	0	0
Jolene Cole <i>EFS; Library; ECUS Member</i>	R	P	R	P	P	R		3	3	0
Nicole DeClouette <i>EFS; CoE; ECUS Chair</i>	P	P	P	R	P	P		5	1	0
Steve Dorman <i>University President</i>	R	R	R	R	R	R		0	6	0
Will Hobbs <i>EFS; CoHS; ECUS Member</i>	P	R	R	P	R	R		2	4	0
Chavonda Mills <i>EFS; CoAS; ECUS Chair Emeritus</i>	P	R	R	P	P	P		4	2	0
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P	P	P	P	P	P		6	0	0
J.F. Yao <i>EFS; CoB; ECUS Member</i>	R	R	P	P	R	P		3	3	0
John Swinton <i>EFS; CoB; APC Chair</i>	P	R	P	P	P	R		4	2	0
Lyndall Muschell <i>EFS; CoE; EAPC Chair</i>	P	P	P	P	P	P		6	0	0
David Johnson <i>EFS; CoAS; FAPC Chair</i>	P	P	P	P	P	P		6	0	0
Diana Young <i>EFS; CoAS; RPIPC Chair</i>	P	P	P	P	P	P		6	0	0
Emily Gomez <i>EFS; CoAS; SAPC Chair</i>	P	P	P	R	P	R		4	2	0

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