

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

MEETING DATE & TIME: FRIDAY, NOVEMBER 1, 2019, 3:30-4:45 P.M.

MEETING LOCATION: PARKS HALL 301

ATTENDANCE:

MEMBERS		“P” denotes Present, “A” denotes Absent, “R” denotes Regrets
P	Alex Blazer (CoAS, ECUS Chair Emeritus and Secretary)	
P	Hauke Busch (CoAS, ECUS Vice-Chair)	
R	Steve Dorman (University President)	
P	Jeff Dowdy (Library, ECUS Member)	
R	Catherine Fowler (CoHS, ECUS Member)	
P	David Johnson (CoAS, ECUS Chair)	
P	Lyndall Muschell (CoE, ECUS Member)	
P	Costas Spirou (Provost)	
P	John Swinton (CoB, ECUS Member)***	
P	Nicole DeClouette (APC Chair)	
R	Matt Forrest (FAPC Chair)	
P	Sabrina Hom (RPIPC Chair)	
P	Angela Criscoe (SAPC Chair)	
GUESTS		
	Linda Golson Bradley, FAPC Vice-Chair	

Legend

Italicized text denotes information from a previous meeting.

*Denotes new discussion on old business.

Highlighted text denotes follow-up.

Bold text denotes action or recommendation.

I. Call to Order: The meeting was called to order at 3:30 pm by David Johnson (Chair).

II. Approval of Agenda: A **Motion** to approve the agenda was made and seconded. **The agenda was approved as circulated.**

III. Approval of Minutes: A draft of the 4 Oct 2019 minutes of the Executive Committee with Standing Committee Chairs had been circulated to the meeting attendees via email. A **Motion** to approve the minutes was made and seconded. **The minutes were approved.**

IV. Reports

University President — President Dorman

1. As President Dorman had extended *Regrets* and was unable to attend this meeting, there was no President’s Report.

University Provost — Provost Spirou

1. General Education

- a. We are still waiting for the creation of the *General Education Implementation Group* with representation across the University System of Georgia.
- b. The timeline remained the same with the only difference that implementation will now occur in Fall 2021.
- c. Thus, it is expected that the *General Education Implementation Group* will complete its work around January/February 2020.
- d. A presentation of Gen Ed recommendations by the USG to the BOR will take place sometime in the Spring 2020.

2. Honors College Initiative

- a. In Fall 2020 we will be celebrating the 50th anniversary of the Honors College at Georgia College.
- b. In the Spring 2019 the Executive Cabinet discussed the launch of an Honors College to coincide with 50th year anniversary in Fall 2020.
- c. We have identified Humber-White House to be the Honors College House in Fall 2020
- d. A Search for a Dean of the College will begin soon to start on July 1.

3. Associate Provost and Director of the Graduate School Search

- a. Position is posted (submission deadline is December 15th)
- b. Search Committee has been identified and Dr. David Johnson graciously agreed to serve and represent the University Senate.
- c. Dr. Mark Pelton agreed to serve as chair of the Search Committee.

4. College of Business Dean Search

- a. The university has worked with the Witt Kieffer executive search firm to assist with our search for a new Dean of the J. Whitney Bunting College of Business.
- b. More than 60 applications were received and reviewed.
- c. The search committee met on September 24 and identified eight semi-finalists for airport interviews that were held on October 18 and 19.
- d. At the conclusion of the airport interviews, four finalists were identified and invited for on-campus visits. All four enthusiastically accepted the invitations.
- e. The finalists will be on campus from November 4th-15th.
- f. The campus community is invited to attend presentations and open forums with each finalist.

5. Executive Director of the Andalusia Institute Search

- a. Currently accepting applications
- b. Dr. Eric Tenbus is serving as chair of the Search Committee

6. Faculty Opportunities on Provost Website

- a. Multiple faculty opportunities (Summer Research Grants; Faculty Research Grants; Undergraduate Research Programs that include faculty support; Women's Leadership Development Fellows Program, etc...)
- b. The goal is to organize all these faculty support opportunities on the Provost Website for easy access.

7. Rural Institute Initiative (have not finalized the name)

- a. The Institute is developed from the Georgia College Strategic Plan with the goal of gaining national preeminence for the institution.
 - b. In addition, it supports the USG Strategic Plan 2020-2024, particularly the goals of economic competitiveness and community impact to meet the challenges of the state and to improve the quality of life for all Georgia residents.
 - c. Dr. Veronica Womack agreed to serve as the inaugural Executive Director of the Institute which is scheduled to launch in January 2020.
 - d. This will create an opening for the Chief of Diversity Officer at Georgia College.
- 8. College and Beyond Pilot Study (University of Michigan)**
- a. A team from the University of Michigan is conducting a major study on the undergraduate experience and the liberal arts funded by the Andrew W. Mellon Foundation.
 - b. The results of the study could assist in improvement by helping institutions better understand their students' experiences and outcomes.
 - c. U of Michigan, UC Irvine, UW Madison, U of Houston (team is talking to CUNY) and exploring adding one or two smaller institutions (Georgia College and Truman State)
- 9. Accessibility Initiative**
- a. In response to mandates of Section 504 of the Rehabilitation Act, and Section 508 of the Americans with Disabilities Act (revision of the Rehabilitation Act) Georgia College is working to address the needs of various students.
 - b. Task Force established and presented its findings in the Summer 2019. Membership included a department chair, a number of full-time faculty, and CTL staff.
 - c. Goal is to become 100% accessible within the next couple of years for at least the first two levels of the Web Content Accessibility Guides (WCAG) standards (a widely agreed upon set of standards related to ease of use and accessibility; divided into three levels – A, AA, AAA). Standards that were applicable to course content were pulled out and matched with specific types of course content: document creation, presentation, multimedia, etc.
 - d. CTL is supporting this process by developing guides for A and AA levels and placing them on GeorgiaView. Addressing accessibility topics with faculty would be accomplished with workshops, webinars, reference guides, and 5-minute videos. Each faculty will have access to those guides, which will include step-by-step processes as well as supporting resources.
 - e. Marketing will be multifaceted and Georgia College is looking into software to support the effort.
 - f. The CTL offers multiple ways (guides, podcasts, webinars, and workshops) to support faculty as they work to make their courses and course materials accessible.
- 10. B&N Portal Change for Book Adoptions**
- a. A new book adoption portal will be available for faculty to enter their book orders
 - b. The B&N Adoption in Portal (API) will go live on 2-1-20 (for adoption of Summer 2020 and Fall 2020).
 - c. 2 years of data from the old system have been uploaded to make historical adoption easier.

11. ECUS-SCC Discussion

a. General Education

- i. Question: Will GCSU have representation on the implementation group? Answer: I suspect, yes. The group will be composed of faculty, staff, and University Registrars.
- ii. Question: When do you think implementation might take place? Answer: The original timeline was expected to start in August and complete in January or February 2020, and the presentation to the BOR was expected in spring 2020.

b. Honors College

- i. Question: Could you talk about the resources needed for the Honors College, such as the dean and faculty. Answer: We budgeted for a dean in previous budgets. We envision existing faculty serving as Honors College Fellows. The Honors Program is already well-resourced compared to colleges, for instance, in terms of endowed scholarships.
- ii. Comment: The Priority Registration Committee noted that we need more Honors classes.
- iii. Question: Is there discussion of including the Honors College in the capital campaign? Answer: Yes.

Subcommittee on Nominations (SCoN) — Chair Hauke Busch

1. **Slate of Nominees**: There are no changes to the slate of nominees to report.
2. **At Large Election Procedures**: The procedures were reviewed from last year and the dates in the timeline were revised.
 - a. **ECUS-SCC Action**: A **Motion** to approve the At Large Election procedures was made and seconded. **The motion was approved.**

Executive Committee of University Senate (ECUS) — Chair David Johnson

1. **Reviewing University-Wide Committees with Senate Representation**: Because our committees are brimming with senators and volunteers, ECUS had a discussion regarding finding potential efficiencies in university-wide committee representation.
2. **Selected Staff Senator**: Staff Council has only sent two senators to University Senate, rather than the three that are required by our bylaws. ECUS agreed to let the issue rest until the spring, at which time we will renew a discussion with Staff Council regarding a third senate representative.
3. **Academic Advising**: ECUS reached out to Dr. Michelle Johnson, head of the Academic Advising Center, to address university senate and answer questions regarding the Advising Center.
4. **Bright House**: ECUS was informed that a meeting between the Bright House and university stakeholders was scheduled for Oct. 21, and that Dr. Brooks would later speak with senate regarding changes at the HUB and the Bright House.
5. **Governance Calendar**: The governance calendar work group has completed a rough draft of the 2020-2021 governance calendar. UCC meetings will be tentatively scheduled

for 2pm (instead of 1pm). The calendar will first be reviewed by the Office of Academic Affairs before it is sent to Deans and Department Chairs for review.

6. **Online Backups**: ECUS is looking into getting online university senate materials systematically backed up in the event of a technology calamity.
7. **Foundation**: Our foundations account is still untouched.
8. **Operating Budget**: Our operating budget is a healthy \$2,290.77. This will be more than enough to cover travel expenses for the spring USGFC meeting and pay a deposit toward next year's governance retreat.

Academic Policy Committee (APC) — Chair Nicole DeClouette

1. **Prohibitions and Penalties Progressive Discipline Guide**

- a. Carol Ward, Chief Human Resource Officer, was invited to attend APC to discuss the **Prohibitions and Penalties Progressive Discipline Guide**. In particular, APC members wanted to know if the guide was intended for faculty or staff. If it is intended for faculty, why are faculty not aware of this document?
- b. Carol explained that the discipline guide is intended for *both faculty and staff*. The document was a collaboration between Human Resources and the Legal Office, and vetted through the University Cabinet, in 2012. The guide was later revised in 2017.
- c. Carol also mentioned that the USG has two progressive disciplinary guides, one for faculty and one for staff. The question, then, was, "Why does Georgia College have one document"? Several APC members raised concerns that the guide reads like it was intended for staff and then faculty were added on after the fact; for example, the guide mentions things like "sleeping on duty," "leaving assigned work area or job without proper authorization," and "failure of employee to maintain proper work or personal appearance standards and personal hygiene."
- d. One APC member asked if the creation of this document involved faculty, and no one in the room could answer the question.
- e. APC members agreed that the chair should take this matter to ECUS for their input.

2. **USG Copyright Policy and Fair Use Checklist**

- a. Georgia College's new CIO, Susan Kerr, was invited to attend APC regarding the USG's Copyright Policy and Fair Use Checklist. Susan brought two guests, Barbara Szyjko (Instructional Development Specialist) and Jim Berger (Director, Center for Teaching and Learning).
- b. In particular, APC sought input from IT on how we might be able to use D2L to train faculty on the policy and checklist. Guidance from Kay Anderson and Jim Berger suggested that if the training was to be added to each course's home page, it would have to be done manually, so APC was looking for IT guidance.
- c. Susan brought some suggestions:

- i. Include information and a link to the Copyright Policy and Fair Use Checklist on the Required Syllabus Statements for all courses.
 - ii. Include information and a link to the policy and checklist on the splash page of D2L so when you log on, you will see this information. Susan said that they could develop a one question quiz or a box to check to say that faculty and students have read the policy and checklist. In this scenario, the rest of the course content is blocked until the box is checked.
 - iii. Set up a D2L course to train faculty and staff. (Question: What if not all faculty use D2L?)
 - iv. Set up the training to appear in the annual compliance training required of all employees (GO through this first)
 - d. Once again, the APC chair sought ECUS's guidance on this matter.
- 3. **ECUS-SCC Discussion**
 - a. **Prohibitions and Penalties Progressive Discipline Guide:** Question: USG has separate faculty and staff discipline guides, but GC has one for both classes of employees? Answer: Correct. Comment: We shouldn't have one document serving both groups.
 - i. **ECUS-SCC Recommendation: FAPC should read the document and discuss what to do. Some options might include: 1) removing faculty references, 2) using the USG faculty guide as a starting point for the creation of a GC guide, with the understanding that GC policy can be stricter, or 3) splitting the guide into two.**
 - b. **USG Copyright Policy and Fair Use Checklist:** Question: Regarding a copyright statement on the GeorgiaVIEW splash page, are we more concerned with students or with faculty? Answer: The statement doesn't necessarily protect anyone. Comment: There is a lot of gray area. Comment: I don't think the required syllabus statements should include copyright policy.
 - i. **ECUS-SCC Recommendation: APC should work with IT and CTL to create a GeorgiaVIEW training module for copyright issues and bring a motion before University Senate.**

Faculty Affairs Policy Committee (FAPC) — Vice Chair Linda Golson Bradley for Chair Matt Forrest

- 1. **Meeting Cancelled:** FAPC did not meet for its previously scheduled 1 Nov 2019 2:00-3:15 p.m. meeting.

Resources, Planning and Institutional Policy Committee (RPIPC) — Chair Sabrina Hom

- 1. **Meeting Cancelled:** RPIPC did not meet for its previously scheduled 4 Oct 2019 2:00-3:15 p.m. meeting.

Student Affairs Policy Committee (SAPC) — Chair Angela Criscoe

1. **Bias Reporting**: A student complaint portal is now available on the homepage of the Georgia College website (located at the bottom).
 - a. Dean of Students will review each complaint and refer out to the best area on campus to handle the situation.
 - b. Will be personable but mindful of protected speech.
 - c. Adjustments need to be made to the portal (change out verbiage and make it user friendly)
2. **Zen-Den**: Space for students to de-stress.
 - a. A few locations were suggested.
 - b. Library has provided pop-up Zen-Dens and is willing to work with SGA in being strategic in spaces.
 - c. A suggestion to SGA – survey students to identify need
 - d. Research what other universities are doing
 - e. A Student Union is being discussed and consultants are involved in making suggestions
3. **Counseling Services**
 - a. A new counselor is being hired in the counseling center
 - b. A vehicle is being designated for counseling services to come to main campus when there is a need
4. **Upcoming Discussions**
 - a. Development and Implementation of a Diversity Town Hall
 - b. Follow up to Zen-Den
 - c. Next Meeting Jan. 10th
5. **ECUS-SCC Discussion**
 - a. **Counseling Services**: Question: Is there data regarding counselor turnover?
Comment: We can ask Dr. Shawn Brooks, Vice President for Student Life.
Follow Up: ECUS-SCC Members will send their questions to David Johnson, who will ask Dr. Brooks.

V. Unfinished Business

2020-2021 Governance Calendar — Workgroup Chair David Johnson

1. **Updates**: David Johnson, chair of the governance calendar workgroup (Alex Blazer, Hauke Busch, Catherine Fowler, David Johnson) shared the current draft. It was noted that some dates had been modified according to times in which President Dorman is able to attend. The calendar will be reviewed by Academic Affairs and then the Deans.
2. **ECUS-SCC Discussion**: Question: Why do classes start on Wednesday, January 6?
Answer: The semester has the same number of days as usual, but the Academic Calendar Committee probably did not want to start the semester too close to the January 1 holiday.

VI. New Business

University System of Georgia Faculty Council — Voting Representative Hauke Busch

1. **Fall Meeting**: GCSU Voting Representative Hauke Busch attended the fall meeting at the Coastal College of Georgia on 17-18 Oct 2019 and provided the following highlights.
2. **Budget Concerns**: The chancellor mentioned the governor had asked state agencies for reductions (4 percent this year and 6 percent next year) in expectation of declining state revenue. He also indicated the teaching budget is exempt from the reductions and that other campus entities are in the process of submitting budget reduction plans.
3. **Salary Increases**: The chancellor said that the governor has committed to salary increases for K-12 instructors and the governor understands the need to increase salaries for all state employees (including in the USG) to remain competitive. The chancellor also pointed out for the state to raise salaries even 1 percent requires approximately \$145million. Given the current budget projections, such increases might not be possible.
4. **Enrollment and Recruiting**: The chancellor spoke about enrollment trends (which will likely decline going forward because of demographics) and the challenges of engaging in system-level marketing initiatives.
5. **Healthcare/Benefits Changes**: The chancellor mentioned that providing healthcare is a growing concern for the USG. The system must balance the needs of its employees with the costs of coverage. In the last year, the system saw two times as many claims. If the number stays consistent, the system needs \$47 million in additional funding and it cannot be sure the state will cover any of the increases. Council members asked questions the lack of communication to employees at our campuses and the possibility of adding more faculty to the TRSC or its subcommittees. While the chancellor felt it was not appropriate to add council members to the TRSC (given its mission), he supported the idea of expanding faculty presence on the subcommittees as well as improving communication between the system office and the faculty council about benefits information.
6. **General Education Redesign**: Dr. Denley introduced the general education design principles and explained the plans going forward. He is in the process of putting together an implementation committee which will include faculty members, RAC chairs, and administrators. The committee will be formed within the next week or so with a goal of presenting something to the BOR at its January meeting. From there, the proposal will go to individual campuses to go through the curriculum review process. Dr. Denley indicated that the change would be significant and that all campuses will follow the new general education design. The target date for full implementation is tentatively Fall 2021.
7. **Retiree Council, AAUP, and Various Council Committees**: The bylaws committee intends to work on a transition handbook for new members; the human resources committee intends to work on drafting a resolution about summer teaching contracts. The members of the other committees—academic affairs, strategic planning, and organizational—should be in touch to follow up on any issues raised in your meetings that might require future council attention.

8. **ECUS-SCC Discussion**: Question: What was the tone or atmosphere of the meeting?
Answer: There were general education and health care concerns across the system; representatives from other institutions shared concerns.

Strategies for Improved Campus Communication — Chair David Johnson

1. **ECUS-SCC Discussion**: At the governance retreat, we talked about how Senate can be better utilized for campus communication. A large number of problems can be solved by knowing institutional changes. Possible methods of communication include a newsletter, a poll, or talking with departments. We need to make sure that senators report at college (COB, CoE) and department meetings (CoAS). We need to make sure that communication is two ways: Senators report to colleges and departments, and Senators bring the needs of college and departments to Senate. **Follow Up: At the next Senate meeting, David Johnson will charge members to ask their colleges and departments how they wish to hear from and about Senate.**

Steering of Items to Committees

1. ECUS-SCC steered one item to a standing committee: FAPC should review issue of the Prohibitions and Progressive Discipline Guide being used for both staff and faculty (see APC report above).

University Senate Agenda and Minutes Review

1. **Tentative Agenda 15 Nov 2019**
- a. **Motions** There will be no motions on the agenda of this meeting of University Senate.
 - b. **Reports** Administrative reports and committee reports will also be agenda items.
 - c. **Supplemental Items of Business**
 - i. Shawn Brooks, Vice President for Student Life, report on changes at the HUB and Bright House
 - ii. Michelle Johnson, Director of Academic Advising, report on the Advising Center
 - iii. Mark Pelton, Strategic Planning Steering Committee Co-Chair, report on implementation of the Strategic Plan
2. **University Senate Minutes Review** A **Motion** *that the DRAFT minutes of the 18 October 2019 meeting of the 2019-2020 University Senate be circulated for university senator review* was made and seconded. **The motion to circulate the minutes was approved.**

VII. Open Discussion

1. David Johnson asked if there were any other items for discussion. There were none.

VII. Next Meeting

1. Calendar

- a. University Senate Meeting – Friday, November 15, 3:30 p.m., A&S 2-72
 - b. ECUS Meeting – Friday, January 10, 2:00 p.m., Parks Hall 301
 - c. ECUS+SCC Meeting – Friday, January 10, 3:30 p.m., Park Hall 301
- 2. Tentative Agenda:** Some of the deliberation today may have generated tentative agenda items for ECUS and ECUS-SCC meetings. **David Johnson will ensure that such items (if any) added are added to the agenda of a future meeting of ECUS or ECUS-SCC.**

VIII. 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 4:39 p.m.**

Distribution: First, these minutes will be sent to committee members for review; second, they will be posted to the minutes website.

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

COMMITTEE OFFICERS: DAVID JOHNSON (CHAIR), HAUKE BUSCH (VICE-CHAIR),
ALEX BLAZER (SECRETARY)

ACADEMIC YEAR: 2019-2020

**AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE
ACADEMIC YEAR:**

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

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	9/6	10/4	11/1	1/10	2/14	3/6	4/10	P	R	A	
Alex Blazer <i>EFS, CoAS, ECUS Chair Emeritus, ECUS Secretary</i>	P	P	P					3	0	0	
Hauke Busch <i>EFS, CoAS, ECUS Vice-Chair</i>	P	P	P					3	0	0	
Steve Dorman <i>University President</i>	R	R	R					0	3	0	
Jeff Dowdy <i>EFS, Library, ECUS Member</i>		P	P					2	0	0	
Catherine Fowler <i>EFS, CoHS, ECUS Member</i>	P	P	R					2	1	0	
David Johnson <i>EFS, CoAS, ECUS Chair</i>	P	P	P					3	0	0	
Lyndall Muschell <i>EFS, CoE, ECUS Member</i>	P	P	P					3	0	0	
Costas Spirou <i>Provost</i>	P	P	P					3	0	0	
John Swinton <i>EFS, CoB, ECUS Member</i>	P	R	P					2	1	0	
Nicole DeClouette <i>APC Chair</i>	R	R	P					1	2	0	
Matt Forrest <i>FAPC Chair</i>	P	P	R					2	1	0	
Sabrina Hom <i>RPIPC Chair</i>	P	P	P					3	0	0	

Angela Criscoe (SAPC Chair)	P	P	P					3	0	0
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***Corrected to Present on 9 Mar 2020 by Alex Blazer