

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

MEETING DATE & TIME: FRIDAY, MARCH 6, 2020, 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)	
P	Catherine Fowler (CoHS, ECUS Member)	
P	David Johnson (CoAS, ECUS Chair)	
P	Lyndall Muschell (CoE, ECUS Member)	
P	Costas Spirou (Provost)	
R	John Swinton (CoB, ECUS Member)	
P	Nicole DeClouette (APC Chair)	
P	Matt Forrest (FAPC Chair)	
P	Sabrina Hom (RPIPC Chair)	
P	Angela Criscoe (SAPC Chair)	
GUESTS		
None		

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 14 Feb 2020 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. Coronavirus

- a. The USG Office of Academic Affairs provided guidance on precautions regarding the ongoing COVID-19 situation. The uncertainties around how this virus might spread requires us to be flexible and prepare for a wide range of circumstances to meet the needs of our students. Georgia College will be providing updates at <https://www.gcsu.edu/coronavirus> as additional information becomes available.
- b. All faculty at Georgia College are assigned a D2L account which will assist to provide continuity in learning. Prepare to utilize this resource in case courses need to be delivered online should students be under quarantine. This can include “asynchronous” discussions, video conferencing, independent learning activities, and consideration for alternative plans for lab and clinical course requirements.
- c. Faculty, staff and students who traveled to countries at a Level 3 or higher designation are **required** to remain home as they self-monitor for 14 days prior to returning to campus. Additionally, all instructions for quarantine or isolation must be followed.
- d. The Georgia College Center for Teaching and Learning (<https://www.gcsu.edu/ctl>) is prepared to provide assistance if you need to employ an online format to meet the academic needs of our students.

2. USG Core Redesign Project

- a. Following extensive feedback, the USG made the decision to move to an implementation timeline in which students will begin their classes in the new Gen Ed curriculum in Fall 2022.
- b. Universities will have to complete the approval, policy, curricular and technology work that makes them ready to enter that fall 2022 schedule into BANNER well in advance of that date. This change in implementation timeline allows the USG to present the draft policy language to the BOR as an information item in April, and move the final approval of policy and structure to May, at the earliest.
- c. The USG will also hold regional forums and are in the process of calendaring 8 town halls during March, as well as opportunities to meet with many of the RACs. The USG remains committed to collecting thoughts, feedback and suggestions through the forums and other means and will explore ways to appropriately adjust the final structure.
- d. Please provide feedback at https://www.usg.edu/redesigned_general_education

1. ECUS-SCC Discussion

a. USG Core Redesign Project

- i. Question: Is it too early to have a GC core implementation team? Answer: Yes, we need additional guidance from the system before we can start the process.
- ii. Question: When will University Senate be able to weigh in? Answer: Probably in the fall. The core redesign will have to go through a system of committee approval and Banner set up.

- iii. Question: Do you know if the boxes in the USG core elements redesign graphic are courses, overlays, or objectives? Answer: Some are objectives and some are overlays.

Subcommittee on Nominations (SCoN) — Chair Hauke Busch

1. Slate of Nominees 2020-2021

- a. The Slate of Nominees for 2020-2021 is being finalized. Election results from Staff council are still being anticipated.
- b. University Senate Representatives for 2020-2021 have also been selected and the committee list is being finalized.
- c. Catherine Fowler accepted the nomination for Presiding Officer Elect.

2. Governance Retreat

- a. Reservations for Aubrey Lane has been finalized for 10 August 2020 for the Governance Retreat and Organizational Meeting.
- b. 3-5 Volunteers are sought after for the Governance Retreat Planning Committee. At this time, we have one volunteer.

3. Parliamentarian 2020-2021: Ji Seun Sohn has agreed to be the parliamentarian for next year.

4. Revised Slate of Nominees 2019-2020: Mariana Stoyanova has replaced Hedwig Fraunhofer on FAPC effective 6 March 2020.

5. Hemphill-Sallstrom Award Committee: It is anticipated that the Hemphill-Sallstrom Award Committee will require two faculty senator positions in March 2020. At this time there are no volunteers.

6. ECUS-SCC Discussion

a. Governance Retreat

- i. Question: Can we shift completely to electronic binders at the Governance Retreat. Answer: Last year only 10 people requested paper binders. Those who wish to have paper can print it out themselves.

b. Slate of Nominees 2020-2021

- i. Follow Up: As Hauke Busch extended his regrets for the April meeting, he will send the Slate of Nominees 2020-2021 materials to SCoN (ECUS-SCC) electronically and briefly describe the methodology (institutional memory, college representation, etc.) for standing committee appointments.

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

1. **Shared Governance Resources**: ECUS reviewed and discussed potential book purchases dealing with the changing higher education landscape and/or university shared governance for the university library.
2. **Review of University Senate Representation on University-Wide Committees**: ECUS conducted a final review of senate representatives for university-wide committees.
3. **Recognitions**: ECUS discussed the process in which recognition certificates for senate members and officers would be printed and distributed.

4. **25Live:** There was a discussion of classroom use issues regarding 25Live. A potential solution offered is for department chairs to collect any reported issues and report them to the 25Live Implementation and Governance Committee.
5. **Campus Climate Survey:** ECUS invited Dr. Carolyn Denard, Chief Diversity Officer, to share the results of the campus climate survey at the April University Senate meeting.
6. **University Senate Budget and Foundation Updates:** The accounts are unchanged since February's report.

Academic Policy Committee (APC) — Chair Nicole DeClouette

1. **Motions:** APC voted unanimously to approve three motions regarding the USG Copyright Policy (including the Fair Use Checklist):
 - a. To add a statement and link regarding the USG's Copyright Policy (including the Fair Use Checklist) to the GC D2L/GeorgiaVIEW splash page.
 - b. To add a statement and link regarding the USG's Copyright Policy (including the Fair Use Checklist) to GC's Annual Employee Compliance Training.
 - c. To add a statement and link regarding the USG's Copyright Policy (including the Fair Use Checklist) to GC's Required Syllabus Statements.
2. **Academic Calendar:** APC Chair, Nicole DeClouette, is close to finalizing the Academic Calendar Committee membership. She is still waiting to hear from SGA about their two representatives.
3. **ECUS-SCC Discussion**
 - a. Question: What is the rationale for adding copyright policy to the required syllabus statements? Answer: The policy serves as awareness and reminder to both students and faculty.

Faculty Affairs Policy Committee (FAPC) — Chair Matt Forrest

1. **Prohibitions and Penalties/Progressive Discipline Guide**
 - a. University Counsel Qiana Wilson visited to answer questions on the handout we reviewed previously along with questions on USG vs. GCSU policy <https://www.usg.edu/policymanual/section8/>
 - b. Questions sent to legal affairs by Matt Forrest prior to the meeting:
 - i. Does USG policy under section 8.3 override our own policy *or work with* GCSU policy in the current document (<https://www.usg.edu/policymanual/section8/>)? (The document suggests it supports the GCSU policy in section 8.3.9.1. under grounds for removal, but we wish to inquire whether it applies to HR's current policy for disciplinary action of faculty and staff?)
 - ii. Should there be a separate document specifically for faculty rather than having a combined document for all current campus employees?
 - c. Ms. Wilson said progressive discipline is used because they feel like an employee should never be surprised when the conversation turns to termination. The idea is to have a stepwise policy and a vertical warning prior to the next steps ranging from verbal warning and up through termination. The first question they ask is whether the employee is even aware of any rules violated. She said this is a

stepwise thing including steps such as a letter of direction, first offense, second offense, etc., prior to termination.

- d. Discipline and removal are covered in USG Policy 8.3.9, and the USG policy is used in conjunction with local policy. Some offenses will lead immediately to termination and others will begin with some disciplinary action, but the desire is to give the employee an opportunity to seek a mutual settlement on separation prior to dismissal. Only when a settlement cannot be reached will an offense result in the convening of a faculty panel to address employee behavior.
 - e. The question was asked why there are not separate policy manuals dealing with staff and faculty. Ms. Wilson then asked if there were some specific issues within the manual that would justify having two completely different manuals. She said there may sometimes be a need for HR and legal services to sit down and re-examine the document.
 - f. Ms. Wilson noted that this document will be placed on a regular two-year review cycle and the next revisiting of it will include faculty representation. She further noted that certain prohibitions will be considered as they come up.
 - g. It was mentioned that the policy seems to be confusing regarding firearms in cars in the parking lot. Ms. Wilson noted that she will review the document to make sure that it is not inconsistent with existing laws.
 - h. Extensive discussion took place among the committee about various issues. Ms. Wilson noted that those overseeing the document try to exercise common sense when dealing with individual situations.
 - i. It was asked who wrote the document originally. Ms. Wilson stated she believed the document came from HR and Legal Services and that the document predated her arrival.
 - j. The document will be reviewed every two years by a review committee under the compliance officer and the committee will include faculty member representation.
2. **Part-Time Lecturer Pay**: Chris Ferland, Associate Vice President of Institutional Research and Effectiveness will join FAPC at our April meeting to discuss pay of Part-Time Lecturers, colloquially known as Adjuncts.
 3. **ECUS-SCC Discussion**
 - a. **Prohibitions and Penalties/Progressive Discipline Guide**
 - i. Question: Does USG Section 8.3 override GC policy? Answer: No, the two policies are used in conjunction as grounds for removal.
 - ii. Comment: Legal Affairs and Human Resources are forming a committee to review the policy. Two faculty representatives, one of whom serves on FAPC, will be included in the review committee.
 - iii. Question: Does there need to be separate removal policies for staff and faculty as well as faculty? Answer: No, faculty and staff are hired as employees and the removal policy affects employees.
 - b. **Part-Time Lecturer Pay**
 - i. Question: How far out are we from addressing part-time lecturer pay? Answer: I've looked across colleges, and there's some variation.
 - ii. Comment: There's a national data clearinghouse called The Adjunct Project: <http://adjunct.chronicle.com>.

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

1. **25Live:** Following up from the last meeting, I've had feedback from two different departments that the process for bypassing 25Live and securing access to classrooms with special materials/technology has been going well.
2. **Counseling Services**
 - a. RPIPC followed up with Counseling Services to see how the drop-in appointment system is working. This has been very successful in lowering the median wait time for an initial appointment from nearly 10 days to less than 1 day.
 - b. The committee expressed concern over staffing in counseling, which has been steady as the demand has risen dramatically. Recruiting to Milledgeville is a difficulty. Dr. Steve Wilson, Director of Counseling Services, reported on an online assistance program that is already online (TAO Therapy Assistance Online), and discussed to possibility of engaging a company that provides virtual counseling.
 - c. In response to a query from the previous ECUS meeting, Dr. Wilson explains that, when a student is in crisis on main campus, we can call Counseling Services or the CARE team for guidance. We can transport the student to Counseling via shuttle or ask a peer to transport them, but we ought not take the student in our own vehicle. We should NOT call campus police, as they will not transport a student to Counseling Services. They will only transport a student to the emergency room in a case of imminent danger. A counselor can potentially come to campus, and CS is supposed to have a van for this; while the van has been allocated, they are not able to use it yet.
3. **Travel Reimbursements:** We were queried about reimbursements for faculty whose conferences are not cancelled, but who prefer not to travel due to COVID-19. This arose because of a colleague who attended a conference in a high-risk city because she could not afford to cover the airfare and other costs herself. Sandra Gangstead, Interim Associate Provost of Academic Affairs and Director of The Graduate School, points out that USG guidelines “encourage” us to buy refundable tickets. It was pointed out that this is at cross purposes with the encouragement to choose to cheapest tickets. Faculty with this concern are encouraged to speak to their chairs asap, who can initiate a conversation with accounting, but “accounting will follow USG policy.” I interpret this to mean that faculty are responsible for our financial losses related to work travel and COVID-19 and at this time, we should not count on reimbursement for cancelled travel. Guidelines from the USG may change as the situation develops.
4. **ECUS-SCC Discussion**
 - a. **Counseling Services**
 - i. Question: How can faculty help to address student mental issues, which have increased dramatically over the last few years? Can we do anything in First-Year Seminar? Can we get training, and can students get help with coping? Answer: Perhaps CTL can help faculty with techniques for first-year students. **David Johnson will ask Jim Birger, Director of the Center for Teaching and Learning, about developing strategies for faculty in dealing with students mental health crises.**

- ii. Question: Is there a way to send students to a safe space, mentor, or support group, in order to disperse the issue rather than overwhelming Counseling Services?

b. Travel Reimbursement

- i. Comment: USG policy regarding coronavirus and job travel is that we should buy refundable plane tickets. However, that doesn't help with conference registration, and refundable tickets cost more, which conflicts with the policy to buy the cheapest tickets.

Student Affairs Policy Committee (SAPC) — Chair Angela Criscoe

1. Complaint Portal

- a. SAPC reviewed the Complaint Portal and offered further recommendations to Emily Jarvis, Director of Parent and Family Programs.
 - i. Include a statement describing that this form is directed to Dr. Tom Miles, Dean of Students, who will then reroute the message to appropriate department.
 - ii. Create a similar statement about who the message/report goes to for the Report Sexual Harassment/Title IX Form.
 - iii. Create a separate button on the Student Complaint Portal for “Report an Incident” in addition to the current “Make a Complaint.”
 - iv. Check Box to acknowledge students have read their authorization of the Dean of Students to share this information with the appropriate parties.

2. International Students - Coronavirus & Travel

- a. Sabrina Hom, elected faculty senator, mentioned some communication from an international student being advised not to travel.
- b. Jason Wynn, Assistant Director of International Student and Scholar Services, at the International Center shared the email that went out to students which states, “We encourage postponing or canceling any spring break travel considered a risk by the CDC.” Locations were listed along with the CDC travel guidance information and further information.
- c. Monica Ketchie, elected faculty senator, reported that the International Center is doing a great job communicating with faculty who are conducting study abroad trips.

3. The HUB

- a. Dr. Shawn Brooks, Vice President for Student Life, will attend in April to provide SAPC further information about the facility and its role moving forward.
- b. Emily Jarvis shared that Nadirah Mayweather, Director of the Cultural Center, is thinking creatively about the use of funds and the budget for center.

V. Unfinished Business

1. None

VI. New Business

1. **Committee Annual Reports:** David Johnson shared the template and suggested a due date of Friday, May 1. A **Motion** to approve the template and due date was made and seconded. **The motion to approve the template and due date was approved.**

Steering of Items to Committees

1. ECUS-SCC steered no items to standing committees.

University Senate Agenda and Minutes Review

1. **Tentative Agenda 27 Mar 2020**

- a. **Motions** There will be three motions on the agenda of this meeting of University Senate.
 - i. APC: Fair Use and Annual Compliance Training
 - ii. APC: Fair Use and Required Syllabus Statements
 - iii. APC: Fair Use and the GeorgiaVIEW/D2L splash page
 - iv. SCoN: Revised Slate of Nominees 2019-2020
 - b. **Reports** Administrative reports and committee reports will also be agenda items.
 - c. **Supplemental Items of Business**
 - i. None.
2. **University Senate Minutes Review** A **Motion** that the *DRAFT minutes of the 28 February 2020 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. **Committee Reports at University Senate Meetings:** David Johnson suggested that committee chairs submit bullet points for their reports to University Senate, similar to the format that Lyndall Muschell, Chair of University Curriculum Committee, provides. **David Johnson will request bullet point reports from chairs when he sends out the draft of the meeting agenda.**

VIII. Next Meeting

1. **Calendar**
 - a. University Senate Meeting – Friday, March 27, 3:30 p.m., A&S 2-72
 - b. ECUS Meeting – Friday, April 10, 2:00 p.m., Parks Hall 301
 - c. ECUS+SCC Meeting – Friday, April 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) are added to the 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 4:38 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	P	P	P		6	0	0	
Hauke Busch <i>EFS, CoAS, ECUS Vice-Chair</i>	P	P	P	P	P	P		6	0	0	
Steve Dorman <i>University President</i>	R	R	R	R	R	R		0	6	0	
Jeff Dowdy <i>EFS, Library, ECUS Member</i>		P	P	P	P	P		5	0	0	
Catherine Fowler <i>EFS, CoHS, ECUS Member</i>	P	P	R	R	P	P		4	2	0	
David Johnson <i>EFS, CoAS, ECUS Chair</i>	P	P	P	P	P	P		6	0	0	
Lyndall Muschell <i>EFS, CoE, ECUS Member</i>	P	P	P	P	P	P		6	0	0	
Costas Spirou <i>Provost</i>	P	P	P	P	P	P		6	0	0	
John Swinton <i>EFS, CoB, ECUS Member</i>	P	R	P	P	P	R		4	2	0	
Nicole DeClouette <i>APC Chair</i>	R	R	P	P	P	P		4	2	0	
Matt Forrest <i>FAPC Chair</i>	P	P	R	P	P	P		5	1	0	
Sabrina Hom <i>RPIPC Chair</i>	P	P	P	R	P	P		5	1	0	

Angela Criscoe (SAPC Chair)	P	P	P	P	P			5	0	0
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