**Committee Name:** Executive Committee of University Senate (ECUS) with Standing Committee Chairs (SCC)

**Meeting Date & Time:** Friday, September 4, 2020, 3:30-4:45 p.m.

**Meeting Location:** Webex

**Attendance**:

|  |  |
| --- | --- |
| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | |
| **P** | Alex Blazer (CoAS, ECUS Chair Secretary) |
| **P** | Hauke Busch (CoAS, ECUS Chair) |
| **P** | Steve Dorman (University President) |
| **P** | Catherine Fowler (CoHS, ECUS Vice-Chair) |
| **P** | David Johnson (CoAS, ECUS Chair Emeritus) |
| **P** | Karl Manrodt (CoB, ECUS Member) |
| **P** | Lyndall Muschell (CoE, ECUS Member) |
| **P** | Costas Spirou (Provost) |
| **A** | Jennifer Townes (Library, ECUS Member) |
| **P** | John Swinton (APC Chair) |
| **R** | Hank Edmondson (FAPC Chair) |
| **P** | Rodica Cazacu (RPIPC Chair) |
| **P** | Jamie Addy (SAPC Chair) |
| **Guests** | |
| Shea Council (Administrative Assistant of the 2020-2021 University Senate) | |

**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 Hauke Busch (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:** As this was the first meeting of the year, there were no minutes to approve.

**IV. AAUP Redbook Distribution**: University senate leaders are given a copy of the most current edition of the AAUP (American Association of University Professors) *Redbook* as a resource to inform future committee deliberation. Hauke Busch offered ECUS members and Standing Committee Chairs a physical or electronic copy (available as a library website link) of the *AAUP Redbook*.

**V. Reports**

**University President — President Dorman**

1. **Freshman Cohort**:The freshman cohort is hovering around 1367 students about 110 fewer than last year. Overall, total undergraduate enrollment is down ~200 students and graduate enrollment is up ~100 students, with overall enrollment at 6958 as of the last week in August. Credit hours are down a bit and this important factor applies to our state appropriation formula funding; fortunately, graduate credit hours (of which we are up) are weighted slightly higher in the formula funding allocation process.
2. **University Retention Committee**:As you might remember in my 2020 State of the University remarks, I called for us to dedicate ourselves to improving our retention at all levels of the student academic experience at Georgia College. With that in mind, I am assembling a group of individuals who can advise Provost Spirou and me on the way forward. I will charge this group with focusing on retention at all academic levels (freshman to sophomore, sophomore to junior, junior to senior) and study existing retention trends at Georgia College. I would also like for them to identify best practices in student retention and consider recommendations we might apply here at Georgia College to enhance our already good retention rates. More about this at the Senate meeting.
3. **COVID Update**:Thanks to everyone for your efforts and work under very different and difficult circumstances. It has been a challenging couple of weeks. Our rate of infection increased substantially during the second week (Aug. 20-21) of classes. Upon consultation with Student Health Services it appeared that most of the transmission could be connected to external off-campus gatherings/parties and visits to crowded spaces in the community/town where wearing a mask and practicing social distancing might be compromised. With the knowledge of the student government president and chief justice, I reminded students of the student conduct code which includes the potential for student judicial action for activities off campus which threaten the safety of other students. In addition, the City of Milledgeville passed a mask ordinance. Student Life reminded students of other activities they could be involved with that would not require crowds or parties. We sent messaging asking students to avoid parties and crowds. It is encouraging that we have seen the number of new cases drop substantially over the last few days. And, I appreciate the students who are complying and wearing their mask and practicing social distancing both on and off campus. I have sent the student body a letter commending them for these actions. I also appreciate them avoiding parties and crowded environments in town. Remember that many of the students who experienced infection during the peak will be coming back to campus soon after the Labor Day weekend, as they will have completed their quarantine period. They will return to your classes. I am also encouraged that the employee number of infections were lower in August compared to June and July. I am hopeful that this means our mitigation efforts on campus are successful. Please help me to remind everyone to wear a face mask and practice social distancing both on and off campus and to avoid large parties and gatherings downtown where masking and social distancing may be compromised.
4. **ECUS Discussion**
   1. **COVID Update**
      1. Question: Should Senate take a stance on activities off campus that lead to greater infection?Answer: That is up to you, but I would consult with SGA president Nathan Graham before you do. It is my belief there is sufficient guidance in the present student behavior code to deal with this in the ‘threat to safety of other students’ clause. Remember as currently configured, these offenses must go through the student judicial process.
      2. Question: Do we have a relationship with Corvias? Answer: No. We have determined that our current arrangement of residence hall management and care is superior and preferred for our campus as to bringing in an outside management firm such as Corvias. So, we have not moved in that direction, nor do I anticipate us doing so.

**University Provost — Provost Spirou**

1. **Academic Forecast**: The Office of the Provost is preparing to submit the 2020-2021 Academic Forecast to the USG. Joint Undergraduate BS in Data Science (COB and COAS); Graduate Certificates in the College of Business: IT Auditing, IS Data Analytics, Web Developer. College of Arts and Sciences: Professional Writing (graduate). Joint undergraduate certificate (COAS & COB) in Arts Management. College of Health Science: Nutrition (graduate certificate); Simulation Education Nursing (graduate certificate). College of Education: Transition the EdS in Special Education and MEd in Special Education to online delivery.
2. **Program Approval Process**: USG is creating a new program approval process by integrating two variables to the proposed program: (1) salaries of graduates, (2) future demand. The Carl Vinson Institute of Government is engaged in developing the data necessary for the new academic degree authorization format. Low enrollment programs will still need to be submitted.
3. **Search for Senior Associate Vice President for Enrollment Management**: Susan Kerr, Chair and Members (application closing date on September 7).
4. **E-contracts**: Successfully launched (within the first week we had 200 contracts).
5. **Masks**: 400 clear masks and 5,000 KN95 masks.
6. **Fall 2020 Library hours**: M-Th 7:30-10:00pm; F: 7:30am – 6:00pm; Saturday: 10-6pm; Sunday: 12-10pm.
7. **Revisit the Emeritus Policy**: Procedural Issues.
8. **USG guidance regarding adjustments to USG Admission Criteria following the lack of SAT and ACT Testing availability**
   1. This temporary adjustment will allow students to apply for admission without submitting ACT or SAT scores at state colleges, state universities, comprehensive universities and research universities in the USG for the Spring, Summer and Fall 2021 semesters. Students who have SAT/ACT scores may still submit them.
   2. According to the USG guidance, prospective first year students must meet all other admission requirements, including satisfactory completion of the Required High School Curriculum and all other requested documentation. But, in the absence of ACT/SAT scores, institutions will make admissions eligibility decisions based on the materials that the student has submitted, utilizing a GPA threshold that is at least the following sector minimum, but no less than the current institutional requirement, rather than the usual Freshman Index (FI) criteria.

|  |  |
| --- | --- |
| Sector | Minimum unweighted high-school GPA |
| Research | 3.0 |
| Comprehensive | 2.6 |
| State University | 2.4 |
| State College | 2.0 |

* 1. Additionally, institutions may encounter students who submit their ACT/SAT scores, but who are only admissible by not including those submitted scores. Institutions may admit applicants who would be denied for admission by using their submitted test-scores but can be admitted to the Spring, Summer and Fall 2021 semesters using the GPA based criteria.

1. ***Careers***: *Careers* will replace the existing software for hiring and is expected to launch in January 2021.
2. **Budget Process**: FY22 Budget process for Academic Affairs is scheduled for Friday, October 2, 2020 from 8:30 to 10:30 AM. Due to the current situation with COVID-19, the meeting will take place virtually. The budget sheets and one-page narratives are due no later than Wednesday, September 30th.
3. **Spring 2021 Calendar**: Started the preliminary/early review of the Spring 2021 calendar.
4. **Spring 2021 Classroom Assignments**: Started the classroom assignment process for Spring 2021.
5. ***Undergraduate Research***: Students/faculty from various institutions across the country have submitted papers (more than 40 submissions) thus far for review in *Undergraduate Research*. Some of those institutions include:
   1. Middlebury College
   2. Stetson University (FL)
   3. UNC-Greensboro
   4. Grambling State University
   5. UNC-Charlotte
   6. University of Florida
   7. Albion College
   8. Bryn Mawr
   9. University of Virginia’s College at Wise
   10. Ball State University
   11. Swarthmore  
       We continue to seek/invite submissions for the inaugural issue.
6. **Constitution Week**: *Constitution Week* is scheduled for September 17-23, 2020.
7. **Center for Teaching and Learning**
   1. The Center for Teaching and Learning recently launched a number of offerings to support faculty:
      1. The Science of Learning
      2. Assessment for the Digital Learning Environment
      3. Developing Relationships in a Digital Environment
      4. Video Recording Solutions for Recording your Presentation or Tutorials
      5. Creating an Inviting and Welcome Space for Learning: Universal Design for Learning
   2. The Center for Teaching and Learning also developed videos on how to use the new technology within the classrooms. These include:
      1. How to Set Up the Elmo Document Camera
      2. How to use the Q Document Camera
      3. How to use the Clear Touch 1080P Camera
      4. Scheduling Classes in Zoom
      5. Scheduling Classes with Webex
      6. Scheduling Classes with MS Teams
      7. Using ImageMate with Zoom
      8. Using ImageMate with Webex
      9. Using ImageMate with MS Teams
      10. QCamera with Webex
      11. QCamera with MS Teams
      12. QCamera with Zoom
      13. How to Access and Connect to Air Server Connect
      14. How to Access and Connect to Air Server Connect Using Webex
      15. How to Access and Connect to Air Server Connect Using MS Teams
      16. How to Access and Connect to Air Server Connect Using Zoom
   3. We have 281 registrations (September 3, 2020) for these offerings.
8. **Women’s Leadership Fellows Program**: The Women’s Leadership Fellows Program sponsored by the Office of the Provost begins on November 2020 and runs through May 2021. Dr. Holley Roberts, holley.roberts@gcsu.edu and Dr. Chavonda Mills, [chavonda.mills@gcsu.edu](mailto:chavonda.mills@gcsu.edu) are directing this initiative. Applicants should submit materials to Rhonda Griffin, Administrative Assistant for the Office of the Provost (rhonda.griffin@gcsu.edu) by Wednesday, September 30, 2020. For more information, please see: <https://www.gcsu.edu/provost/womens-leadership-faculty-fellows-program>.
9. **Honors College**: The Honors College moved to the Humber White House following a renovation of the space during the summer.
10. **Special Collections Renovation**: Launched the design phase of the Special Collections Renovation project at the University Library.
11. **Fall 2020 Faculty Research Grants**: The deadline for submissions is September 18, 2020.
12. **Inclusive Excellence Faculty Research Grants**: The deadline for submissions is October 1, 2020.
13. **Curriculum Committees**: Curriculum Committees (UCC, GEC, and Graduate Council) started their 2020-2021 meetings on August 28, 2020.
14. **Academic Affairs Unit Goals**: The Academic Affairs unit goals for 2020-2021 can be found in the September 2020 edition of the *Provost Notes*.
15. **ECUS-SCC Discussion**
    1. **Faculty Salary Study**
       1. Question: Did we update the faculty salary study as we said we would? Answer: We will talk with Vice President for Finance and Administration Susan Allen.
    2. **COVID**
       1. Question: To advise policy APC needs to know USG boundaries. APC wishes to know what leeway individual institutions have under USG COVID teaching policy? Answer (Provost Spirou): Allowances are mission dependent. Our institution focuses on 18-22-year-old residential learning. Answer (President Dorman): In general, we are a residential university that values face to face instruction, and faculty loves to interact with students in the classrooms. Therefore, we have held off going online during spring and fall semester. We don’t have online undergraduate degrees; we do offer some online graduate degrees. Regarding this semester, we were given the directive of face to face teaching with social distancing. There are some differences across system institutions, and that might be related to their original, pre-COVID online programs. Comment: These conversations are important, but for the Senate meetings, we should ask Senators for COVID questions in advance, otherwise the meeting could be consumed by COVID conversation. Hauke Busch and Catherine Fowler will collect questions for President Dorman and Provost Spirou in advance of the next University Senate meeting.

**Subcommittee on Nominations (SCoN) — Chair Catherine Fowler**

1. **Slate of Nominees 2020-2021**: Slate for University Senate 2020-2021 is complete.
   1. **APC**: Elected Faculty Senator Rob Sumowski replaced Nicole DeClouette.
   2. **FAPC**: Elected Faculty Senator Abraham Abebe replaced Matt Forrest.
   3. **RPIPC**: The Selected Staff Senators are Jessica Swain, John Jackson, and Stacey Milner.
   4. **SAPC**: The Selected Staff Senator is Cindy O’Donnell; and the Staff Council Designee is Dr. Tom Miles.
2. **2021-2022 Elections**
   1. **Corps of Instruction**: Shea Council requested and received the Corps of Instruction.
   2. **Apportionment**: The next step is to calculate apportionment.
   3. **Letters to Deans**: Letters will be sent to the Deans and Library Director in late September.
   4. **ECUS-SCC Discussion**: The corps of instruction list will be verified with the chairs, and then the apportionment will be adjusted and sent to SCoN.

**Executive Committee of University Senate (ECUS) — Chair Hauke Busch**

1. **Summer**: ECUS had a busy summer and it is expected that more challenges will have to be overcome due to the COVID pandemic this year.
2. **University Senate Goals**: Five Senate goals were submitted to the Office of Academic Affairs:
   1. Continue to advise the university administration, review and recommend policy, and provide representatives to various university-wide committees, task forces, and search committees.
   2. Continue to review and assess the scope, size, and structure of university Senate standing committees.
   3. Improve communication and connections to the greater campus community through transparency, building trust, and encouraging participation.
   4. Find opportunities to help promote campus safety and internet security.
   5. Support any effort to mitigate the COVID pandemic.
3. **SubCommittee on Nominations**: At present, the Senate slate is complete and SCoN Chair Catherine Fowler is working on compiling the Corps of Instruction List in preparation for apportioning the number of senators by academic unit and creating elected faculty senator oversight material.
4. **Recognitions**: David Johnson finished distributing last year’s Senate Certificates and Pins, which could not be distributed due to the pandemic.
5. **2021-2022 Governance Calendar**: The 2021-2022 Governance Calendar is currently being worked on and is near its final stages before being able to be reviewed by ECUS.
6. **University Senate Meetings**: Until further notice the new Senate Operation Procedure will be an online Webex meeting hosted by Shea Council. The online Senate meeting should follow the same procedure as a regular F2F Senate meeting, with the voting taking place via-Webex in real time.
7. **Emeritus/Emerita Nomination Process**: Dr. Spirou has introduced the The Emeritus/Emerita Status Process Observations and this has been moved to FAPC for further consideration.
8. **University Senate Budget**: No spending is anticipated for the university budget at the present time.
9. **2020-2021 Governance Calendar**: As a reminder, the Governance Calendar has been amended for the Fall semester, at present no amendments have been made for Spring semester.
10. **Standing Committee Operating Procedures**: The following Standing Committees have not submitted their Operating Procedures to Alex Blazer yet: FAPC, APC and SAPC.
11. **Governance Retreat**: Since the Governance Retreat could not take place at Aubrey Lane as planned, the refund was credited back to the Senate for next year.
12. **Open Discussion**: The remainder of the meeting was spent discussing faculty questions and concerns about the present pandemic.
13. **ECUS-SCC Discussion:** 
    1. Question: What are standing chairs thoughts on holding standing committee meetings on Friday, January 2022 before classes begin? Answer: There might be conflicts with professional meetings. Answer: It will be fine.

**Academic Policy Committee (APC) — Chair John Swinton**

1. **Old Business**
   1. **Copyright and Fair Use**: The Library is talking with Legal (Kathy Stevens) to finalize language of a training module. A link to the training module will be made available to faculty. USG does not require training. It appears that new faculty interest is driving the issue. Having a link available should satisfy the interest.
2. **Items for Future Consideration**:
   1. **Undocumented Students:** A consideration of how we treat applications of undocumented students: We will see if there is any discretion at the institutional level.
   2. **Resolution**: Construct a resolution condemning USG policy prohibiting individual institutions from determining the best response to the Covid-19 pandemic.
   3. **Consideration of Items from Provost**:
      1. Midterm grades for all undergraduate courses (also suggested by Registrar) – Later is semester
      2. Provide detailed grades for midterm feedback (A, B, etc.) – Appears to be a non-starter. Has been considered before and has very little support.
      3. Graduate courses being eligible for grade forgiveness – we will see what other institutions
      4. Complete Assessment for graduation – will check to see that all programs have capstone course.

**Faculty Affairs Policy Committee (FAPC) — Chair Hank Edmondson**

1. As Hank Edmonson extended his regrets, there was no FAPC report.

**Resources, Planning and Institutional Policy Committee (RPIPC) — Chair Rodica Cazacu**

1. **Meeting Cancelled**: RPIPC did not meet for its previously scheduled 4 September 2020 2:00-3:15 p.m. meeting.

**Student Affairs Policy Committee (SAPC) — Chair Jamie Addy**

1. **Student Basic Needs Coalition**
   1. SGA representative Kendyl Lewis presented to SAPC a compilation of survey data that concerned student basic needs and the perception of how they are being met. Given that COVID-19 has significantly disrupted student life on campus, Kendyl, SGA president Nathan Graham and the committee discussed which facets of “basic needs” would be more impactful.
   2. Priority 1: Transparency for on-campus costs, such as housing, activity fees, and meal plans. Surveyed students did not believe they should pay full tuition, dining plans, and housing if classes move to fully online. I mentioned that these services are not all paid through tuition, and at many institutions, online tuition is higher. There needs to be clarity for students regarding where their dollars are going and what they could expect in terms of refunds if campus is forced to move online.
   3. Priority 2: Food insecurity on campus. Georgia College lags behind peer institutions with respect to support for food insecure students, as many of our support programs are tied to The Max (Swipe out Hunger, Campus Kitchens). Students who do not have meal plans or live on campus may experience food insecurity at higher rates. SGA had long advocated for a campus food pantry. The committee discussed possible locations, with SGA advocating for the space that The Colonnade occupies. The committee also discussed how best to feed students living in the dorms who must quarantine.
2. **Student Code of Conduct, Off-Campus Activity, and COVID**: Dr. Tom Miles and Nathan Graham presented how students have responded to the invocation of the GC Code of Conduct for off-campus activities. The response from students has been mixed but does seem to have been effective as new cases of COVID on campus have begun to trend downwards. Again, there is a need for transparency in what is the process for students believed to be in violation of the Code of Conduct. New students may not be aware of the judicial process. The committee also discussed how best to create an atmosphere of both high expectations of conduct and safety. Language and enforcement that does not create blame or shame is vital if GC is to ensure we have accurate reports of COVID cases and spread.
3. **ECUS-SCC Discussion**: Question: Is the committee also discussing students’ electronic needs? Answer: Yes. The intent is to not duplicate efforts and to not shame students. Traditionally, SGA has put more emphasis on students who live on campus than students who live off campus.

**VI. Unfinished Business**

1. **Copyright Policy and Fair Use Checklist**: The Library is working with Legal Affairs to include a link in training material. Although it doesn’t appear that we’re having problems, there is a lot of faculty curiosity.

**VII. New Business**

1. **2020-2021 University Senate Meeting Procedures**: Until further notice the new Senate operating procedure will be an online Webex meeting hosted by Shea Council. The online Senate meeting should follow the same procedure as a regular F2F Senate meeting, with the voting taking place via Webex in real time.
2. **Governance Retreat Sessions on University Senate Goals, Moving Forward**: The retreat session debriefing has been sent via email.

**Steering of Items to Committees**

1. ECUS-SCC steered the Emeritus/Emerita Status Process to FAPC with the instruction to consider adding faculty voice in the nomination process (see minutes for the 4 September 2020 ECUS meeting).

**University Senate Agenda and Minutes Review**

1. **Tentative Agenda 18 Sep 2020**
   1. **Motions** There will be one motions on the agenda of this meeting of University Senate.
      1. SCoN: Revised Slate of Nominees 2020-2021
   2. **Reports** Administrative reports and committee reports will also be agenda items.
   3. **Supplemental Items of Business**
      1. None.
2. **University Senate Minutes Review** A **Motion** *that the DRAFT minutes of the 24 April 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.** A **Motion** *that the DRAFT minutes of the 24 April 2020 organizational meeting of the 2020-2021 University Senate be circulated for university senator review* was made and seconded. **The motion to circulate the minutes was approved.**

**VIII. Open Discussion**

1. None.

**IX. Next Meeting**

1. **Calendar**
   1. University Senate Meeting – Friday, September 18, 3:30 p.m., Webex
   2. ECUS Meeting – Friday, October 2, 2:00 p.m., Webex
   3. ECUS+SCC Meeting – Friday, October 2, 3:30 p.m., Webex
2. **Tentative Agenda**: Some of the deliberation today may have generated tentative agenda items for ECUS and ECUS-SCC meetings. Hauke Busch will ensure that such items (if any) are added to the agenda of a future meeting of ECUS or ECUS-SCC.

**X. 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 4:47 p.m.**

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

**Committee Name:** Executive committee of the university senate (ECUS) with standing committee chairs (SCC)

**Committee Officers:** Hauke Busch (Chair), Catherine Fowler (Vice-Chair), Alex Blazer (Secretary)

**Academic Year:** 2020-2021

**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 | | | 9/4 | 10/2 | 11/6 | 1/8 | 2/12 | 3/5 | 4/9 | P | R | A |
| Alex Blazer  *EFS, CoAS, ECUS Chair Emeritus, ECUS Secretary* | | | P |  |  |  |  |  |  | 1 | 0 | 0 |
| Hauke Busch  *EFS, CoAS, ECUS Vice-Chair* | | | P |  |  |  |  |  |  | 1 | 0 | 0 |
| Steve Dorman  *University President* | | | P |  |  |  |  |  |  | 1 | 0 | 0 |
| Catherine Fowler  *EFS, CoHS*  *ECUS Vice-Chair* | | | P |  |  |  |  |  |  | 1 | 0 | 0 |
| David Johnson  *EFS, CoAS*  *ECUS Chair Emer.* | | | P |  |  |  |  |  |  | 1 | 0 | 0 |
| Karl Manrodt  *EFS, CoB*  *ECUS Member* | | | P |  |  |  |  |  |  | 1 | 0 | 0 |
| Lyndall Muschell  *EFS, CoE*  *ECUS Member* | | | P |  |  |  |  |  |  | 1 | 0 | 0 |
| Costas Spirou  *Provost* | | | P |  |  |  |  |  |  | 1 | 0 | 0 |
| Jennifer Townes  *EFS, Library*  *ECUS Member* | | | A |  |  |  |  |  |  | 0 | 0 | 1 |
| John Swinton  *APC Chair* | | | P |  |  |  |  |  |  | 1 | 0 | 0 |
| Hank Edmondson *FAPC Chair* | | | R |  |  |  |  |  |  | 0 | 1 | 0 |
| Rodica Cazacu *RPIPC Chair* | | | P |  |  |  |  |  |  | 1 | 0 | 0 |
| Jamie Addy  *SAPC Chair* | | | P |  |  |  |  |  |  | 1 | 0 | 0 |