

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

**MEETING DATE & TIME:** FRIDAY, OCTOBER 2, 2020, 3:30-4:45 P.M.

**MEETING LOCATION:** WEBEX

**ATTENDANCE:**

<b>MEMBERS</b>		<b>“P” denotes Present, “A” denotes Absent, “R” denotes Regrets</b>
<b>P</b>	Alex Blazer (CoAS, ECUS Chair Secretary)	
<b>P</b>	Hauke Busch (CoAS, ECUS Chair)	
<b>R</b>	Steve Dorman (University President)	
<b>P</b>	Catherine Fowler (CoHS, ECUS Vice-Chair)	
<b>P</b>	David Johnson (CoAS, ECUS Chair Emeritus)	
<b>P</b>	Karl Manrodt (CoB, ECUS Member)	
<b>P</b>	Lyndall Muschell (CoE, ECUS Member)	
<b>P</b>	Costas Spirou (Provost)	
<b>P</b>	Jennifer Townes (Library, ECUS Member)	
<b>P</b>	John Swinton (APC Chair)	
<b>P</b>	Hank Edmondson (FAPC Chair)	
<b>P</b>	Rodica Cazacu (RIPC Chair)	
<b>P</b>	Jamie Addy (SAPC Chair)	
<b>GUESTS</b>		
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:** A draft of the 4 Sep 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. **Virtual President's Scholarship Competition**: On Friday, November 20, Georgia College will host the *Virtual President's Scholarship Competition* where prospective freshmen for Fall 2021 compete for merit-based scholarships. We are looking for faculty to serve as interview judges for this event. Faculty can contact Courtney Manson ([Courtney.manson@gcsu.edu](mailto:Courtney.manson@gcsu.edu)) to indicate their availability and willingness to serve as a judge by October 30.
2. **Senior Associate Vice President for Enrollment Management Search**: Candidate visits are scheduled for the following dates:
  - a. Candidate 1: September 30<sup>th</sup>
  - b. Candidate 2: October 9<sup>th</sup>
  - c. Candidate 3: October 21<sup>st</sup>
  - d. Candidate 4: October 22<sup>nd</sup>
  - e. Candidate 5: October 23<sup>rd</sup>
3. **D2L Brightspace/GeorgiaVIEW**: On September 25<sup>th</sup> we received a communication from the USG that ITS discovered an issue with D2L Brightspace. The issue affected the “date-stamp” record when some students submit their work. GC faculty were made immediately aware. On September 30<sup>th</sup> we received a USG communication indicating that D2L applied a permanent solution to correct this problem on an ongoing basis. Faculty can once again rely on D2L date-related functionality.
4. **Spring 2021 Academic Calendar**: Following extensive feedback, the Spring 2021 academic calendar adjustments are nearing completion as we aim to maximize the health and safety of our community.
5. **Emeritus/a Faculty and Staff Members**: With the help of the Georgia College Retiree Association, we now have updated information on Emeritus/a Faculty and Staff Members. The Office of the Provost will distribute the information to deans so that the names of these individuals will be added to each departments’ website after the listing of current faculty and staff members. This is in line with the current policy, which states, “Inclusion in faculty/staff lists on the college/department/unit website for living emeritus/emerita faculty and administrators.”
6. **University Website**: Georgia College launched a new website which is expected to improve aesthetics, usability, and navigation.
7. **Governor's Teaching Fellows**: Due to the COVID-19 pandemic, the USG cancelled the Governor's Teaching Fellows (GTF) intensive Maymester session planned for 2020 at UGA's Institute of Higher Education. Participants were given the option of deferring until May 2021. As result of the deferral of the May 2020 program, we will NOT be accepting applications for the May 2021 session.
8. **Pre-Tenure Review**: The Office of the Provost is in the process of contacting faculty eligible for pre-tenure review.
9. **STEM Courses**: The Office of the Provost is in the process of updating the HB 801 STEM course list.
10. **State Authorization Reciprocity Agreements**: Georgia College has been approved for participation in the State Authorization Reciprocity Agreements (SARA). SARA provides a voluntary, regional approach to state oversight of postsecondary distance education. When states join SARA, they agree to follow uniform processes for

approving their eligible institutions' participation. They also agree to deal with other states' SARA institutions in a common way when those institutions carry out activities in SARA states other than their own.

11. **Curriculum**: The Office of the Provost communicated the following to the USG:
  - a. Transition for the M.Ed in Early Childhood Education from partial online delivery to full online delivery starting Summer of 2021.
  - b. The creation of the Black Studies Minor to replace the deactivated African Studies and Black Diaspora Studies Minors.
12. **Faculty Research Awards**: Recipients of the Faculty Research Awards, FY21 Program – Round I include:
  - a. Ms. Jessamyn Swan  
Department of Special Collections  
University Library  
\$4,936.00 for the project titled, *The Seventh Circle Chronicles: Documenting Milledgeville's Lesbian Community*.
  - b. Dr. Alfred Mead  
Department of Biological and Environmental Sciences  
College of Arts and Sciences  
\$1,325.00 for the project titled, *Using stable isotopic signatures in late Pleistocene alligator teeth to interpret prevailing environmental conditions in Georgia 20,000 years ago*
  - c. Dr. Laura Whitlock  
Department of Chemistry, Physics and Astronomy  
College of Arts and Sciences  
\$5,000.00 for the project titled, *Beyond the Dome*.
  - d. Dr. Katie Stumpf  
Department of Biological and Environmental Sciences  
College of Arts and Sciences  
\$4,985.00 for the project titled, *Detection and description of nest predation on Black-cheeked Ant Tanager nests on the Osa Peninsula, Costa Rica*.
  - e. Dr. Hasitha Mahabaduge  
Department of Chemistry, Physics and Astronomy  
College of Arts and Sciences  
\$5,000.00 for the project titled, *Investigation Magnetic Properties of Semiconductor Thin Films*.
13. **ECUS-SCC Discussion**
  - a. **Spring 2021 Academic Calendar**
    - i. Question: Will Academic Policy Committee be included in the calendar update? Answer: The revision is time sensitive. The Registrar, Deans, and others have been consulted. **Follow Up: Provost Spirou will distribute the revised calendar to the APC chair and University Senate leadership for feedback.**

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

### **1. 2021-2022 Elections**

- a. **Corps of Instruction**: The list was approved by ECUS-SCC.
  - b. **Apportionment**: The worksheet was approved by ECUS-SCC.
  - c. **Election Oversight Materials**: The letters to the college deans and library director, as well as supporting documents, are ready for review by ECUS-SCC. **Follow Up: Dr. Catherine Fowler will call for an email vote of the election oversight materials.**
  - d. **At-Large Election**: Presiding Officer Elect Dr. Catherine Fowler will run for re-election as at-large senator.
2. **COVID Question and Answer**: President Dorman and Provost Spirou's answers to senator questions regarding the university's COVID-19 have been emailed to senators.

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

1. **2021-2022 Governance Calendar**: The draft has been sent back for review to see if some revisions concerning the University Curriculum Committee meeting times can be made.
2. **Spring 2021 Academic Calendar**: No decision has been made for the governance calendar for spring semester. The academic calendar is still being finalized with the USG.
3. **Standing Committee Operating Procedures**: All operating procedures have been submitted.
4. **Budget**: No spending is anticipated for the university budget at the present time.
5. **Inclusive Excellence Policy Committee**: Dr. Carolyn Denard, Associate Vice President/Chief Diversity Officer, proposed an Inclusive Excellence Policy Committee (IEPC or I-PAC). ECUS made the decision to form a work group, led by David Johnson, Alex Blazer, and Catherine Fowler, to establish the best path forward. Recommendations were made to ask Craig Turner if he would be willing to help.
6. **ECUS-SCC Discussion**:
  - a. Question: ECUS would like input from Standing Committee Chairs. What are your thoughts about having a dedicated inclusive excellence committee?  
 Comment: Because Senate recommends policy, we need to consider whether the workload would be consistent. We need to consider if the committee should be a standing committee or a subcommittee. Comment: This is an important issue throughout higher education. Comment: In order to make a bylaws revision effecting the 2021-2022 University Senate, ECUS needs to make a bylaws motion in February at the latest. **Follow Up: David Johnson will consult with Drs. Veronica Womack and Paulette Cross, co-chairs of the President's Commission on Diversity, and Dr. Craig Turner, former Presiding Officer of University Senate.**

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

1. **Syllabus Statement Concerning Copyright**: The motion was passed by committee and entered into the Senate motion database.
2. **Resolution concerning Face-to-Face Teaching**: The motion was passed by committee and entered into the Senate motion database.

3. **Update of Graduate Course Grade Forgiveness**: A policy already exists: the retaken grade replaces previous grade, and the GPA is updated.
4. **Consideration of Policy concerning GeorgiaVIEW Access**: Department Chairs are being given access to faculty members' GeorgiaView classes. A subcommittee was formed to develop a policy recommendation.
5. **ECUS-SCC Discussion**
  - a. **Syllabus Statement Concerning Copyright**: Question: Is it possible to put a link to USG copyright policy on the UNIFY Campus Resources page? Answer (Provost): Yes. Question: What issue is the copyright policy trying to address? Answer (APC Chair): Students are able to share copyrighted materials in GeorgiaVIEW. We want students to be aware of the policy.

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

1. **Faculty Emeritus Policy**: The committee reviewed the policy, which was last updated in 2018, and found it reasonable.
2. **Tenure & Promotion during COVID-19**: The committee asks if consideration has been given to extending promotion and tenure decisions by one year, due to the pandemic.
3. **Administrative Communication**: The committee requests that, where possible, the administration communicate with faculty and solicit faculty input regarding pandemic-related decisions.
4. **ECUS-SCC Discussion**
  - a. **Faculty Emeritus Policy**: ECUS asks FAPC to review the nominations process and determine if there are methods for wider faculty participation in the process, beyond the department chairperson, for example, all tenured faculty vote on the nomination, or the department promotion and tenure committee votes on the nomination.
  - b. **Tenure & Promotion during COVID-19**: Comment: USG Faculty Council asked Chancellor Wrigley if a one-year delay was possible and were told no. Comment: Institutions can ask candidates to include an explanatory note regarding the pandemic's effect on their teaching, service, and/or research in their narrative. Comment: A resolution can be made regarding how faculty should be treated. It is important that all candidates for promotion and tenure be treated the same; however, the problem is that no one is going to conferences. If we follow the rules, because they are rules, then some faculty will not be able to meet the standard. We need guidance on flexibility, otherwise faculty will leave the institution. The system states that we have to count this year, but we can control how we count it. Comment: Even though there are opportunities for virtual conferences, they fall short of face-to-face conferences. Comment (Provost): There is no university-wide promotion and tenure committee. Promotion and tenure committees within academic units have the power to construct procedures and make adjustments. Question: Do academic units have the freedom to review tenure packets considering the current events? Answer (Provost): Promotion and tenure review begins at the department level. There is no one-size fits all approach.

- c. **Administrative Communication**: Comment (Provost): The administration communicates as much as possible with deans and chairs.

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

### **1. Campus Mail Pickup and Delivery**

- a. The committee was asked to discuss about the Campus Mail Services routine during GC Covid-19 operational procedures. There were two important issues that were brought to our attention by faculty and staff from the College of Health Sciences:
  - i. The mean of communication for interrupting this service – posting the announcement on Front Page was not sufficient – most of the employees were not aware until very late and found about that from different non-official sources.
  - ii. The mail service not being fully back in August, when the campus re-opened. Why the Mail Service did not have a plan for normal, or at least close to normal operation, as everybody else had?
- b. Lee Fruitticher, Associate VP for Finance & Administration, who was filling in for Susan Allen, informed us that the two members of the Mail Services staff are currently quarantined and that there are planes to return to the normal schedule in 1-2 weeks.

### **2. Campus Communication**

- a. The committee discussed the need to change the means of communication during critical times, like the pandemic. We all agreed that the communication of critical items, as the Mail Services drastic change of operation should be done through another channels, not just Front Page, and that we should look for a more formal structure of communication. The committee agreed that such information should be sent through the chair of a department, or at least the dean of a college.
- b. Damian Francis brought his idea of bringing the campus and the administration together by using forums and town hall-like meetings, where the employees could get direct answers to their questions and discuss vital items.

### **3. Campus Safety**

- a. Damian Francis asked us to share how do we feel to be in campus recently, and how does the campus safety measures work for us. Everybody had positive feedback, and we agreed that almost everybody is trying to follow the rules and stay safe.

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

- 1. **Meeting Cancelled**: As there was no business, SAPC did not meet for its previously scheduled 2 October 2020 2:00-3:15 p.m. meeting.

## **VI. Unfinished Business**

1. **2020-2021 Governance Calendar**: The governance calendar requires additional work on the curriculum committee cycles.

## VII. New Business

1. None.

## Steering of Items to Committees

1. None.

## University Senate Agenda and Minutes Review

1. **Tentative Agenda 16 Oct 2020**
  - a. **Motions** There will be one motions on the agenda of this meeting of University Senate.
    - i. APC: Student Use of Copyrighted Materials: Syllabus Statement
    - ii. APC: Resolution Condemning Unsafe Return to Face-to-Face Instruction
  - 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 18 Sep 2020 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. **Faculty Distribution List**: Question: The faculty distribution list, which currently serves as a means for the administration to convey important announcements to faculty, used to function as a forum for faculty communication. Is there any interest in creating a faculty listserv? Comment: We considered a listserv but were informed it needed to be moderated. Comment: See if there is any support from University Senate.
2. **Student First-Year Experience**: Comment: Talking with students about their first-year experience at college is heartbreaking. We need to remember that students are not having a normal experience; we need to have a longer view in case this pandemic continues into next fall.
3. **COVID Question and Answer**: Comment: Senators appreciated President Dorman and Provost Spirou's question and answer; however, there was no chance to respond or follow up, and Senators did not know what was asked before the meeting, so they didn't know what to ask during the meeting. **Follow Up: The next time there is a Q&A, Dr. Catherine Fowler will share the questions with both the President and Provost and University Senate.**

## IX. Next Meeting

### 1. Calendar

- a. University Senate Meeting – Friday, October 16, 3:30 p.m., Webex
- b. ECUS Meeting – Friday, November 6, 2:00 p.m., Webex
- c. ECUS+SCC Meeting – Friday, November 6, 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 4:38 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 <i>EFS, CoAS, ECUS Chair Emeritus, ECUS Secretary</i>	P	P						2	0	0	
Hauke Busch <i>EFS, CoAS, ECUS Vice-Chair</i>	P	P						2	0	0	
Steve Dorman <i>University President</i>	P	R						1	1	0	
Catherine Fowler <i>EFS, CoHS ECUS Vice-Chair</i>	P	P						2	0	0	
David Johnson <i>EFS, CoAS ECUS Chair Emer.</i>	P	P						2	0	0	
Karl Manrodt <i>EFS, CoB ECUS Member</i>	P	P						2	0	0	
Lyndall Muschell <i>EFS, CoE ECUS Member</i>	P	P						2	0	0	
Costas Spirou <i>Provost</i>	P	P						2	0	0	
Jennifer Townes <i>EFS, Library ECUS Member</i>	A	P						1	0	1	
John Swinton <i>APC Chair</i>	P	P						2	0	0	
Hank Edmondson <i>FAPC Chair</i>	R	P						1	1	0	
Rodica Cazacu <i>RPIPC Chair</i>	P	P						2	0	0	
Jamie Addy <i>SAPC Chair</i>	P	P						2	0	0	

