

COMMITTEE NAME: EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)

MEETING DATE & TIME: 1 APRIL 2016; 2:00 –3:15

MEETING LOCATION: 301 PARKS ADMINISTRATION BUILDING

ATTENDANCE:

MEMBERS		“P” denotes Present, “A” denotes Absent, “R” denotes Regrets	
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R	Kelli Brown (Provost)	R	Lyndall Muschell (CoE, ECUS Member)
P	Jolene Cole (Library; ECUS Member)	P	Susan Steele (CoHS, ECUS Chair Emeritus)
R	Steve Dorman (University President)	P	John R. Swinton (CoB, ECUS Chair)
P	Chavonda Mills (CoAS, ECUS Vice-Chair)	P	Craig Turner (CoAS, ECUS Secretary)

GUESTS:			
Kay Anderson (University Registrar)			
Shea Council (Administrative Assistant to the University Senate AND Executive Assistant for the Director of Student Success)			

	<i>Italicized text denotes information from a previous meeting.</i>		
	*Denotes new discussion on old business.		

AGENDA TOPIC	DISCUSSIONS & CONCLUSIONS	ACTION OR RECOMMENDATIONS	FOLLOW-UP {including dates/responsible person, status (pending, ongoing, completed)}
I. Call to order	The meeting was called to order at 2:00pm by John R. Swinton (Chair).		
II. Approval of Agenda	A <u>MOTION</u> to approve the agenda was made and seconded.	The agenda was approved as circulated.	
III. Approval of Minutes	A <u>MOTION</u> to approve the minutes of the 4 Mar 2016 meeting of the Executive Committee was made and seconded. A draft of these minutes had been circulated to the meeting attendees via email with no revision offered. Thus, the	The minutes of the 4 Mar 2016 Executive Committee meeting were approved as posted, so no additional action was required.	

	minutes had been posted as circulated to the minutes.gcsu.edu site.		
IV. Reports	The following reports were invited.		
Presiding Officer Report John R. Swinton	<p>John R. Swinton reported on the following.</p> <ol style="list-style-type: none"> 1. <u>Academic Leadership Meeting</u> Report from 21 Mar 2016 Academic Leadership Council meeting. Topics: <ol style="list-style-type: none"> a. <u>Online Testing</u> With more instructors using online testing as part of courses (traditional and online), proctoring of tests is perceived as an issue. b. <u>Allocating Merit Raises</u> Deans and Program Heads compared mechanisms they use to determine allocations. There is a remarkable diversity in the approaches to this activity. Still struggling with a systematic way to accurately assess merit. c. <u>External Research Grants</u> An adjustment to how much of grant goes to the Principal Investigator (PI) appears to be a move to reduce overhead. This proposal may come to university senate for review next year. d. <u>Upcoming Events</u> (details to follow) <ol style="list-style-type: none"> i. <u>2 Apr</u> International Dinner ii. <u>9 Apr</u> Give Center iii. <u>12 Apr</u> Past University Presidents (Drs. Leland and DePaolo) to visit iv. <u>19 Apr</u> Celebration of Scholarship v. <u>22 Apr</u> Celebration of Excellence 2. <u>Strategic Plan</u> Mark Pelton requests a chance to provide an update on the Strategic Plan at the next university senate meeting. 		
Past Presiding Officer Report	Susan Steele indicated that she had nothing to report as Past Presiding Officer.		

<p>Susan Steele</p> <p>Presiding Officer Elect Report</p> <p>Chavonda Mills</p>	<p>Chavonda Mills reported on the following.</p> <ol style="list-style-type: none"> 1. <u>USGFC Campus Carry Updates</u> <ol style="list-style-type: none"> a. Each of the twenty-nine USG Campus Presidents have sent letters (in their capacity as citizens) that outline why they oppose HB 859. b. The USGFC (University System of Georgia Faculty Council) voting representatives from institutions listed below have informed USGFC that their faculty governance units have passed resolutions opposing Campus Carry. <ol style="list-style-type: none"> i. UGA ii. Valdosta State iii. Georgia Southwestern iv. Georgia Southern v. Armstrong vi. Columbus State vii. Augusta University viii. University of North Georgia 2. <u>Slate of Nominees for 2016-2017</u> A draft of the proposed slate of nominees for the committees and officers of the 2016-2017 University Senate was shared with ECUS. It was noted that the following committees are still in need of members: <ol style="list-style-type: none"> a. APC-library representative b. FAPC-CoHS representative c. CAPC-EFS (Elected Faculty Senator) d. SoCC-area C2 representative 3. <u>ECUS Deliberation</u> The following were talking points during a review of the proposed slate of nominees for 2016-2017. <ol style="list-style-type: none"> a. Proposing a process for identifying a nominee for Presiding Officer Elect. 		
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	<p>This process may be refined in consultation with standing committee chairs. The process: contact each nominee and request each to accept or decline the nomination; if accepting nomination, the candidate shall draft a statement detailing qualifications and interest in serving in this office; if two or more candidates (i.e. more than one) are identified, implement a preference poll of elected faculty senators. This process has been the recent practice when two or more candidates accept nominations to serve in a given office (as an officer of the university senate).</p> <p>b. Acknowledging the four vacancies noted above in item 2 of this report, strategies were suggested to fill these vacancies. For APC and FAPC, the ECUS members representing the academic units (library, colleges) from which representatives were desired were asked to reach out to colleagues in their unit and secure nominees. For CAPC, suggested that Chavonda Mills contact elected faculty senators who were nominated to SoCC to assess their willingness to serve also on CAPC. (It was noted that this need for an individual elected faculty senator to serve on two committees is a trigger to review pertinent university senate bylaws requirements as well as consider the viability and necessity of increasing the number of elected faculty senators on the university senate.) For SoCC, suggested that current SoCC Chair Mary Magoulick</p>		
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	<p>assist in identifying a candidate to serve as the C2 teaching representative.</p> <p>c. Considering the list of unplaced corps of instruction faculty volunteers, two were nominated to serve on SoCC and the remaining four shall be contacted to express appreciation for their willingness to serve and assess their continued interest in remaining in the pool to fill vacancies that emerge during 2016-2017.</p>		
<p>Secretary Report</p> <p>Craig Turner</p>	<p>Craig Turner indicated that he had nothing to report as University Senate Secretary.</p>		
<p>Library Senator Report</p> <p>Jolene Cole</p>	<p>Jolene Cole indicated that she had nothing to report as the Library Senator.</p>		
<p>V. Information Items Actions/Recommendations</p>			
<p>University Senate Budget</p> <p>John R. Swinton</p>	<p><u>4 Sep 2015</u> <i>The university senate has an operating budget of \$5000 per annum. The expenses of the 2015 governance retreat (bus transit, retreat print materials, facilities use of Rock Eagle, etc.) have been paid. The current balance is \$2667.30.</i> <i>A question about the existence of a foundations account in the amount of \$500 per annum was posed by the previous two university senate presiding officers (Susan Steele and Lyndall Muschell). ECUS Secretary Craig Turner confirmed that a foundation account (\$500) had been documented in the executive committee minutes for the two previous years. John R. Swinton indicated that Monica Starley had indicated to him that there was no</i></p>		<p><u>4 Sep 2015</u> <i>John R. Swinton to check with Monica Starley and other appropriate budget personnel (if necessary) on the existence of a foundation account (\$500) for the university senate.</i></p> <p><u>6 Nov 2015</u> <i>John R. Swinton did check on the foundation account and shared information with Executive Committee members as documented in the Presiding Officer Report of the 6 Nov 2015</i></p>

foundation account for the university senate for 2015-2016. John R. Swinton was encouraged to clarify this information with Monica Starley and other appropriate budget personnel (if necessary) as the previous two university senate presiding officers recalled that such an account existed under their terms.

6 Nov 2015

The balance of the university senate budget (\$5000 allocation annually) is presently holding at 2667.30. The expenditures for AAUP Redbook purchases for both the ten copies on reserve in the library and the proposed copies for ECUS members and standing committee chairs are not yet included.

4 Dec 2015

Although John R. Swinton had followed up on the matter of seeking clarification on the existence of a \$500 foundation account for the university senate, there was no paper trail of its existence. Activity for the university senate budget included the processing of the purchase of AAUP Redbooks – both the ten copies for FAPC review and the yet-to-be-ordered copies for university senate leaders, and the processing of the reimbursement for USGFC (University System of Georgia Faculty Council) meeting attendance expenses submitted by Chavonda Mills. At present not all of these items had posted to the account, so the current balance was higher than the available funds. An update will be provided at the next meeting of ECUS at which time all these expenditures should have posted.

5 Feb 2016

ECUS meeting. As is indicated in that report, John R. Swinton to seek additional clarification from relevant university personnel on the existence of a foundation account for University Senate.

5 Feb 2016

John R. Swinton did seek additional clarification on the existence of a foundation account for University Senate

1 Apr 2016

1. Chavonda Mills to explore the viability of establishing a foundation account for the university senate and report back (the pros and cons) to the 2016-2017 Executive Committee.
2. John R. Swinton to consider including this recommendation in the 2015-2016 ECUS annual report.

1. **Foundation Account** John R. Swinton had followed up on the matter of seeking clarification on the existence of a \$500 foundation account for the university senate, and it continues to be the case that there is no documentation (paper trail or email record) of its existence. A suggestion from the floor was that if this situation persists, it may be wise to consider inquiring about the possibility of establishing such an account going forward. While there was no resistance offered orally to this possibility, there was also no formal vote to adopt this as a recommendation.

2. **Budget (Operating)** The balance of the university senate budget (\$5000 allocation annually) is presently \$1691.72 and includes the recent purchases of AAUP Redbooks for the university senate leadership as well as the anticipated expenditure of a \$200 deposit to secure Rock Eagle as the site for the 2016 Governance Retreat.

1 Apr 2016

1. **Foundation Account** John R. Swinton noted that there remains no paper trail to document that a \$500 foundation account for the university senate ever existed. A suggestion from the floor was that the incoming Presiding Officer (Chavonda Mills) explore the viability of establishing such an account going forward and report back (the pros and cons) to the 2016-2017 Executive Committee. Chavonda Mills agreed to implement this recommendation.

	<p>2. <u>Budget (Operating)</u> The balance of the university senate budget (\$5000 allocation annually) is presently \$1465.47 with no outstanding expenditures. Suggestions for possible uses of this balance include the purchase of recognition supplies (paper for certificates, university senate pins), office supplies or other expenses for the 2016 governance retreat, and stocking up on AAUP Redbooks for dissemination to future university senate leaders.</p>		
<p>VI. Unfinished Business Review of Action & Recommendations, Provide updates (if any) to Follow-up</p>			
<p>Appoint Georgia College Story Archivist</p> <p>John R. Swinton</p>	<p><u>4 Sep 2015</u> <i>At the 2015 Governance Retreat, a proposal to appoint a Georgia College Story Archivist was made. The library representative (Jolene Cole) had indicated the library had some recommendations on this appointment. It was agreed to postpone further deliberation on this appointment to the next ECUS meeting so that the library perspective could inform the appointment.</i></p> <p><u>2 Oct 2015</u> <i>John R. Swinton summarized the discussion on this matter that took place at earlier ECUS meetings including the governance retreat and the 2 Sep 2015 ECUS meeting. Jolene Cole indicated that with the recent departure of the University Archivist, she had in consultation with Nancy Davis Bray learned that storyteller is a function that will be included in the qualifications desired for the new position for which a search is beginning. It was noted that</i></p>		<p><u>4 Sep 2015</u> <i>John R. Swinton to ensure that this appointment of a Georgia College Story Archivist be considered at a future meeting of ECUS.</i></p> <p><u>2 Oct 2015</u></p> <ol style="list-style-type: none"> 1. <i>John R. Swinton did place consideration of the appointment of a Georgia College Story Archivist on the agenda of this meeting of ECUS.</i> 2. <i>Jolene Cole to consult with appropriate university personnel to gather information to inform further deliberation on this</i>

	<p><i>Dr. Robert J. Wilson III, who is our university historian, had recently retired and would now be serving in only a 49% capacity. Jolene Cole was invited to follow up on this issue to gather more information to report back to ECUS. The plan is to continue to monitor this situation with a goal of seeing a storyteller function come to fruition. A reminder that this emerged from the observation that a storyteller was present in at least one other USG institution.</i></p> <p><u>6 Nov 2015</u> <i>Jolene Cole indicated that she had consulted with university archives and that the search for a position with responsibilities including a university storyteller component is ongoing. As an archivist, the stories would be more likely on historical events (those in the past) and university communications might contribute more directly to telling stories of current events. Jolene Cole indicated she would continue to consult and share information with the committee as it became available. There was general consensus to have this item be a standing item on future ECUS meeting agendas and check in with Jolene at each ECUS meeting to see if there is additional information available.</i></p> <p><u>4 Dec 2015</u> <i>Jolene Cole had no new information to report on this matter.</i></p> <p><u>5 Feb 2016</u> <i>As Jolene Cole had extended regrets and was unable to attend this meeting, there was no new information on this matter.</i></p>		<p><i>matter at a future ECUS meeting.</i></p> <p><u>6 Nov 2015</u></p> <ol style="list-style-type: none"> <i>1. Jolene Cole did consult with appropriate university personnel to gather information to inform further deliberation on this matter.</i> <i>2. Jolene Cole to consult with appropriate university personnel to gather information to inform further deliberation on this matter at a future ECUS meeting.</i>
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	<p><u>4 Mar 2016</u> <i>Jolene Cole had no new information to report on this matter.</i></p> <p><u>1 Apr 2016</u> <i>Jolene Cole had no new information to report on this matter</i></p>		
<p>Selected Staff Senator Oversight</p>	<p><u>2 Oct 2015</u> <i>It was noted that the ECUS Calendar and Checklists document lists Share information on election expectations with Staff Council Leadership to be completed in September. At the meeting, the task of drafting these letters was assigned to Subcommittee on Nominations (SCoN) Chair Chavonda Mills.</i> <i>Note: Following the meeting and during the preparation of these minutes, it was clarified that this was an ECUS function not a SCoN function and so responsibility for ensuring these letters are drafted and sent shifted to ECUS Chair John R. Swinton.</i></p> <p><u>6 Nov 2015</u> <i>After a brief discussion, it was determined that the Staff Council Leadership (Chair Daniel McDonald) has not been contacted regarding selection of selected staff senators for the 2016-2017 University Senate. Chavonda Mills offered to contact Staff Council Chair Daniel McDonald and share the relevant university senate bylaws. Her offer was accepted.</i></p> <p><u>4 Dec 2015</u> <i>In her Presiding Officer Elect Report, Chavonda Mills noted that she had shared relevant university senate bylaws with Staff Council Chair Daniel McDonald to inform the</i></p>		<p><u>2 Oct 2015</u> <i>John. R. Swinton to ensure that selected staff senator selection information from the university senate bylaws is shared with the Staff Council Leadership.</i></p> <p><u>6 Nov 2015</u> <i>Chavonda Mills to contact Daniel McDonald (Staff Council Chair) to share the relevant university senate bylaws to inform the selection of selected staff senators to serve on the 2016-2017 University Senate.</i></p> <p><u>4 Dec 2015</u> <i>1. Chavonda Mills did contact Daniel McDonald (Staff Council Chair) to share the relevant university senate bylaws to inform the selection of selected staff senators to serve</i></p>

	<p><i>selection of selected staff senators for the 2016-2017 University Senate.</i></p> <p><u>5 Feb 2016</u> <i>In her Presiding Officer Elect Report, Chavonda Mills noted that the eligibility requirements from Staff Council governance document(s) as well as a written description of the selection procedure developed by Staff Council were submitted to the Executive Committee on 11 Dec 2015 by Staff Council Chair Daniel McDonald.</i></p> <p><u>4 Mar 2016</u> <i>In her Presiding Officer Elect Report, Chavonda Mills noted that election results of selected staff senators were to be submitted to ECUS by March 1. A reminder of this deadline was recently emailed to staff council chair Daniel McDonald.</i></p> <p><u>1 Apr 2016</u> <i>It was noted that the selection of the selected staff senators by the Staff Council may be delayed beyond the organizational meetings of the 2016-2017 university senate and its committees. ECUS agreed to be ready to name voting proxies (as required in the university senate bylaws) should this delay be realized.</i></p>		<p><i>on the 2016-2017 University Senate.</i></p> <p>2. <i>John. R. Swinton did ensure that selected staff senator selection information from the university senate bylaws is shared with the Staff Council Leadership.</i></p>
<p>Governance Calendar for 2016-2017</p>	<p><u>6 Nov 2015</u> <i>It was noted that a recurring ECUS function is to prepare a governance calendar (in this case for 2016-2017) by April 1. Craig Turner, John R. Swinton and Chavonda Mills indicated their interest in assisting with the preparation of a draft of the 2016-2017 governance calendar for ECUS review.</i></p>	<p>It</p>	<p><u>6 Nov 2015</u> <i>Craig Turner, John R. Swinton, and Chavonda Mills to ensure that a draft of the 2016-17 governance calendar is prepared for ECUS review.</i></p> <p><u>4 Dec 2015</u></p>

	<p><u>4 Dec 2015</u> <i>Concerns regarding the Governance Calendar were raised from the floor during the 20 Nov 2015 meeting of the university senate. The interested reader is directed to those minutes for details. At the conclusion of this open discussion at the 20 Nov 2015 university senate meeting, John R. Swinton had promised to ensure that the university senate has an opportunity during the spring 2016 semester to review and offer feedback on the draft governance calendar for 2016-2017.</i></p> <p><i>ECUS deliberation on this topic was to consider the timeline for the development of the 2016-2017 governance calendar to ensure time for university senate review. The university senate bylaws call for a 1 April completion date. It was agreed that the governance calendar drafting committee (John R. Swinton, Chavonda Mills, and Craig Turner) would strive to complete a draft of the calendar to allow the university senate time to review the draft during at least one of its 22 Jan 2016 and 19 Feb 2016 meetings.</i></p> <p><i>During the conversation, there was a reminder that the governance calendar was initially (in 2005-2006) a meeting priority calendar and claimed to indicate the meeting which would have priority for a common meeting time. At some point (specifically 2006-2007) the calendar was streamlined to include only</i></p>		<p><i>John R. Swinton to ensure that this matter receives consideration at a future ECUS and/or ECUS-SCC meeting.</i></p> <p><u>1 Apr 2015</u> <i>John R. Swinton did ensure that this matter receive such consideration.</i></p>
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governance (department, college, college committee, university senate, and university senate committee) meetings and became known at the governance calendar. There was an agreement to consider returning to the meeting priority calendar nomenclature at a future meeting of the Executive Committee.

A question from the floor - What is the action the University Senate would take on the calendar? - stimulated further deliberation. The possibilities for university senate action that were offered for consideration included (1) to review and advise the governance calendar development committee (2) to endorse the governance calendar as a resolution (3) to formalize the governance calendar as a motion. While no formal vote was taken, the option that garnered the most vocal support was option (2) endorsing the governance calendar as a resolution. It was agreed to continue the consideration of this matter at a future meeting of the Executive Committee.

5 Feb 2016

John R. Swinton requested and received permission from those present at this meeting to circulate the DRAFT 2016-2017 Governance Calendar to the members of the university senate and invite them to review the draft and offer feedback. Note: During the

	<p><i>preparation of these minutes, this email was sent.</i></p> <p><u>4 Mar 2016</u> <i>ECUS approved routing the governance calendar to the university senate for endorsement at the upcoming (18 Mar 2016) meeting of the university senate.</i></p> <p><u>1 Apr 2016</u> At the request of John R. Swinton, Craig Turner reviewed the status of the DRAFT 2016-2017 Governance Calendar. At the 18 Mar 2016 university senate meeting, review of this DRAFT by university senators resulted in three revisions (1) designating a meeting time for the Subcommittee on the Core Curriculum (SoCC) at each of the seven meeting blocks designated as ECUS-SCC, (2) adding the 21 Apr 2017 Celebration of Excellence to the cover page under the heading University, AND (3) using the most current university logo on the cover page of the calendar. The DRAFT governance calendar was adopted with these modifications by the members of ECUS bringing closure to the 2015-2016 ECUS deliberation of this item.</p>		
<p>Campus Carry</p> <p>Craig Turner (Feb)</p> <p>Chavonda Mills (Mar)</p>	<p><u>5 Feb 2016</u> <i>John R. Swinton had received an email inquiry asking what action the university senate is taking with respect to this matter. This email inquiry triggered the inclusion of this matter as an agenda item for this ECUS meeting. John R. Swinton invited Craig Turner to provide contextual information on the current proposal under consideration in the Georgia Legislature.</i></p>		

One supporting document circulated with this meeting's tentative agenda was relevant to. HB 859, a house bill under consideration in the Georgia Legislature. This bill proposes the following.

To amend Part 3 of Article 4 of Chapter 11 of Title 16 of the Official Code of Georgia Annotated, relating to carrying and possession of firearms, so as to authorize the carrying and possession of certain weapons by weapons carry license holders in or on certain buildings or real property owned by or leased to public institutions of postsecondary education; to provide for related matters; to repeal conflicting laws; and for other purposes.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF GEORGIA:

SECTION 1.

Part 3 of Article 4 of Chapter 11 of Title 16 of the Official Code of Georgia Annotated, relating to carrying and possession of firearms, is amended in subsection (c) of Code Section 16-11-127.1, relating to carrying weapons within school safety zones, at school functions, or on a bus or other transportation furnished by a school, by deleting "or" at the end of paragraph (17), by replacing the period with "; or" at the end of paragraph (18), and by adding a new paragraph to read as follows:

(19) Any license holder when he or she is in or on any building or real property owned by or leased to any public technical school, vocational school, college, university, or other institution of postsecondary education; provided, however, that such exception shall not apply to buildings or property used for athletic sporting events or student housing, including, but not limited to, fraternity and sorority houses; and provided, further, that such exception shall only apply to the

carrying of weapons which are licensed pursuant to Code Section 16-11-129."

SECTION 2.

All laws and parts of laws in conflict with this Act are repealed.

Bills of this type are referenced as Campus Carry in the media. This bill offers a 19th exception to the current Georgia code (state law). As examples, other exceptions include allowances for (1) school officials (principals) to authorize with respect to their own schools the use of a weapon which would otherwise be prohibited by Georgia code (2) law enforcement personnel in exercising their duties. Craig Turner indicated that he had a conversation with President Dorman (prior to this meeting) regarding this matter. Following that conversation (and prior to this meeting), President Dorman communicated with USG leadership including the Chancellor and indicated that within the next week, guidance from the USG leadership is anticipated. Craig Turner also noted that the faculty governance body of Augusta University (formerly Georgia Regents University) recently passed a resolution pertaining to this proposed legislation. There was general consensus to inform university senate activity on this matter with the guidance anticipated from the USG leadership. There was also an observation offered from the floor that university employees are of course free to contact their legislative representatives and express their opinions on this matter as Georgia citizens.

4 Mar 2016

ECUS reviewed the campus carry opposition resolution drafted by the faculty governance body at Valdosta State University and agreed

that Chancellor Huckaby's recent statement in opposition to the campus carry bill was sufficient in relaying faculty concerns on the bill. Thus, there is no need for the university senate to draft a resolution on the matter. Employees are reminded of the opportunity they have to communicate with their legislative representatives as citizens.

1 Apr 2016

John R. Swinton inquired what the pleasure of the membership was on this item: specifically should we propose a resolution for university senate or not? Chavonda Mills noted that a recent email sent to the USG Faculty Council (USGFC) email list indicated that (1) each of the twenty-nine USG Presidents had written a letter (as a citizen) to the governor opposing the passage of HB 859, (2) the faculty governance bodies of at least eight of twenty-nine faculty USG institutions had filed resolutions opposing HB 859 (see Presiding Officer Elect Report in these minutes for a list of these USG institutions) AND (3) the USGFC was considering drafting a resolution opposing HB 859. It was noted that the governor has forty days to consider taking an action on HB 859 – his action options are to sign it, veto it, or not take either action (no action means that HB 859 would become law as Georgia has no pocket veto). The forty day review period ends 3 May 2016. A recommendation was made not to promote the drafting of a university senate resolution on this bill (HB 859) noting that any university senator could offer such a resolution from the floor at the 22 Apr 2016 meeting of the university senate. Employees are reminded of the opportunity they have to communicate

	with their legislative representatives as citizens and not to use university letterhead or university email to make this contact as such use violates USG policy.		
Implementation of Recently Adopted Motions Sponsored by ECUS	<p><u>4 Mar 2016</u> <i>Craig Turner graciously volunteered to ensure proper implementation of the following motions (sponsored by ECUS), each of which has been recommended for approval to the university president by the university senate and approved by President Dorman.</i></p> <ol style="list-style-type: none"> 1. <i>1516.EC.001.O-Adopt the governance history as an official university senate document</i> 2. <i>1516.EC.002.O-Adopt the university senator handbook as official university senate document</i> 3. <i>1516.EC.003.O-Bylaws Amendment: ScoN Composition</i> 4. <i>1516.EC.004.O-Bylaws Amendment: Eligibility of Elected Faculty Senators</i> <p><u>1 Apr 2016</u> John R. Swinton noted that he had been assigned formally as implementor of these four motions in his capacity as Presiding Officer of the University Senate. In consultation with Craig Turner who had implemented the four motions (posted the governance history, the university senator handbook, and revised bylaws (two revisions) to the university senate website), John R. Swinton had marked each of these motions with <i>implementation complete</i> in the online motion database. This brings closure to deliberation on this matter by the 2015-2016 Executive Committee.</p>		
Student Opinion Survey Policy	<u>4 Mar 2016</u>		

<p>Craig Turner</p>	<p><i>Craig Turner provided historical background on the development of the Student Opinion Survey policy and why it is necessary to update the email notifications related to the implementation of the policy due to changes in electronic systems (UNIFY). It was noted that since electronic system changes may occur regularly, it will be best to cull these notifications out of the policy and create two separate documents, one with the policy and another with the notifications (directions for access). Craig Turner graciously agreed to revise the policy to be presented as a motion at the upcoming (18 Mar 2016) senate meeting.</i></p> <p><u>1 Apr 2016</u></p> <p>While this item received no formal deliberation orally at this meeting, during the preparation of these minutes, it is noted that this motion was drafted and presented to the university senate at its 18 Mar 2016 meeting and that this motion was approved. The interested reader is directed to the 18 Mar 2016 university senate minutes for details. This brings closure to deliberation on this matter by the 2015-2016 Executive Committee.</p>		
<p>VII. New Business Actions/Recommendations</p>			
<p>2015-2016 Committee Annual Reports</p> <p>John R. Swinton</p>	<p>It was noted that the template and due date for committee annual reports was to be set in consultation with standing committee chairs to comply with university senate bylaws. John R. Swinton recommended that the template used in 2014-2015 (and for the last several years) be recommended for adoption to the standing committee chairs. A nomination for the proposed due date was requested. After some discussion, the nomination was Wed 27 Apr</p>		

	<p>2016. A motion to recommend to standing committee chairs the adoption of the 2014-2015 template with a due date of Wed 27 Apr 2016 was made, seconded, and approved by voice vote.</p>		
<p>IDEAS Update</p> <p>Kay Anderson for Jeanne Sewell and Costas Spirou</p>	<p>Kay Anderson, University Registrar, was present, representing both Jeanne Sewell and Costas Spirou, to present an update from IDEAS (Instruction, Distance Education & Advanced Services) on the delivery of online courses. In short, the procedures to implement the Distance Education Policy adopted by the university senate as Motion 1213.APC.003.P are being streamlined.</p> <p>Specifically, the original procedure of approving separately each online course and each instructor for each section of online course being delivered had proved to be both cumbersome and redundant. The proposed procedure was to review faculty only once and grandfather in any faculty who had been approved for at least one online course since the inception of the Distance Education Policy. Kay Anderson inquired if John R. Swinton had received the latest version of these procedures via email. John's response was that he hadn't. Kay indicated that she would send the latest procedures to John to disseminate to ECUS as an information item. These procedures are attached to these minutes as a supporting document.</p> <p>A concern from the floor regarding the perception that the procedures had been developed without as much faculty involvement as had been anticipated at the outset was articulated. A recommendation to steer these latest procedures to the appropriate university senate committee(s) for review and</p>		<p>John R. Swinton to include (in the 2015-2016 ECUS annual report) to the 2016-2017 executive committee the recommendation of steering the latest draft of the procedures of the Distance Education Policy to the appropriate committee(s) of the 2016-2017 university senate. These procedures are attached to these minutes as a supporting document.</p>

	<p>exercise the advisory role (of the university senate on procedural matters) to the administration was made. Given that the final meetings of the 2015-2016 university senate committees were occurring at the time of this deliberation, it was recommended that this procedure be steered to one or more of the committees of the 2016-2017 university senate, and this action will be recommended to the 2016-2017 ECUS.</p>		
<p>Travel Authorization Encumbering Funds</p> <p>Chavonda Mills</p>	<ol style="list-style-type: none"> 1. Chavonda Mills reported the following. <ol style="list-style-type: none"> a. An inquiry came to me regarding the <i>Travel Auth_Advance</i> form, which can be found in the PPPM. http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Forms b. The inquiry was regarding the timeline for encumbering travel funds and a request for a formal announcement of the timeline each fiscal year. Apparently, this fiscal year the timeline is that if any day of travel occurs in June (beginning or end), the form may be submitted to encumber the travel funds. It is my understanding that no formal announcement regarding the timeline is made to unit heads at the beginning of each fiscal year, which poses a problem to those who travel close to the end of the fiscal year and need to encumber funds. 2. A recommendation from the floor was that the incoming Presiding Officer (Chavonda Mills) make inquiries on this matter of appropriate university personnel (such as Omega Hedgepath who had circulated an email on this matter just recently) to attempt to resolve this concern. The 		<ol style="list-style-type: none"> 1. Chavonda Mills to follow up on this matter. See the recommendation details in items two and three in the discussions column of this agenda item.

	<p>recommendation was to have at least a sixty day notice provided to faculty for submitting a request to encumber travel funds for travel occurring late in the fiscal year (i.e. after spring semester ends yet prior to the cut-off date for the fiscal year). Chavonda Mills accepted this recommendation.</p> <p>3. It was noted that this concern could be brought to the 2016-2017 ECUS for steering to a university senate committee if necessary.</p> <p><i>During the preparation of these minutes, Chavonda Mills provided an email update to the Executive Committee that included the following statements.</i></p> <ul style="list-style-type: none"> • <i>In summary, GC fiscal affairs can't draft a timeline until they receive information from BOR Office of Fiscal Affairs and ITS.</i> • <i>Since GC Fiscal Affairs announced the timeline to faculty/staff within 60 days of the deadline and the timeline is dependent on the BOR, there probably isn't any recommendation to be made by ECUS.</i> • <i>However, I will proceed with recommending this item for ECUS consideration at the governance retreat.</i> 		
<p>Fate of Overlays</p> <p>John R. Swinton</p>	<p>John R. Swinton reported the following. With the BOR's elimination of the requirement of Core Curriculum Overlays (as reported in the Provost's report to University Senate on 18 Mar 2016) it appears that all global overlays are to be removed from Georgia College graduation requirements. This appears to be a curriculum change that was not approved by University Senate. I propose CAPC (with the help of SoCC) review this change and report to University Senate whether or not the change is</p>		<p>John R. Swinton to include (in the 2015-2016 ECUS annual report) to the 2016-2017 executive committee the recommendation of steering the review of the termination of the institutional overlays as a graduation requirement to the appropriate</p>

	<p>consistent with the Georgia College unique core and Liberal Arts mission.</p> <p>Given that the final meetings of the 2015-2016 university senate committees were occurring at the time of this deliberation, it was recommended that this matter be steered to one or more committees of the 2016-2017 university senate, and this action will be recommended to the 2016-2017 ECUS.</p> <p>It was noted that SoCC had been discussing this during the 2015-2016 academic year, yet a review informed by the lessons learned from implementing these overlays could be illuminating and productive. This matter is also being considered in the context of deliberations on the Liberal Arts Renewal Project which are ongoing and being administered as town hall meetings for interested university faculty.</p>		committee(s) of the 2016-2017 university senate.
VIII. Next Meeting (Tentative Agenda, Calendar)			
1. Calendar	<p>22 Apr 2016 @ 2:00pm Univ. Senate in A&S 2-72</p> <p>22 Apr 2016 @ 3:30pm Organizational meeting of the 2016-2017 University Senate in A& S 2-72</p> <p>29 Apr 2016 @ 2:00pm Organizational meetings of the committees of the 2016-2017 University Senate</p>		
2. Tentative Agenda	Some of the deliberation today may have generated tentative agenda items for future ECUS and ECUS-SCC meetings.		John R. Swinton to ensure that such items (if any) are added to recommendations to the 2016-2017 ECUS as items in the 2015-2016 ECUS annual report.
IX. Adjournment	As there was no further business to consider, a <u>MOTION</u> to adjourn the meeting was made and seconded.	The motion to adjourn was approved and the meeting adjourned at 3:07 pm.	

Distribution:

First; To Committee Membership for Review

Second: Posted to the Minutes Website

Approved by: _____

Committee Chairperson (Including this Approval by chair at committee discretion)

COMMITTEE NAME: EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)

COMMITTEE OFFICERS: JOHN R. SWINTON (CHAIR), CHAVONDA MILLS (VICE-CHAIR), CRAIG TURNER (SECRETARY)

ACADEMIC YEAR: 2015-2016

AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:

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

Acronyms	EFS = Elected Faculty Senator; CoAS = College of Arts & Sciences, CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences									
	Meeting Dates	09-04-15	10-02-15	11-06-15	12-04-15	02-05-16	03-04-16	04-01-16	Present	Regrets
Kelli Brown <i>Provost</i>	R	P	P	R	R	P	R	3	4	0
Jolene Cole <i>EFS; Library, ECUS Member</i>	R	P	P	P	R	P	P	5	2	0
Steve Dorman <i>University President</i>	P	R	R	R	R	R	R	1	6	0
Chavonda Mills <i>EFS; CoAS; ECUS Vice-Chair</i>	P	P	P	P	P	P	P	7	0	0
Lyndall Muschell <i>EFS; CoE; ECUS Member</i>	P	P	P	P	P	P	R	6	1	0
Susan Steele <i>EFS; CoHS; ECUS Chair Emeritus</i>	P	P	P	P	P	P	P	7	0	0
John R. Swinton <i>EFS; CoB; ECUS Chair</i>	P	P	P	P	P	R	P	6	1	0
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P	P	P	P	P	P	P	7	0	0