

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

MEETING DATE & TIME: 4 NOVEMBER 2016; 2:00 –3:15

MEETING LOCATION: PARKS ADMINISTRATION BUILDING, ROOM 301

ATTENDANCE:

MEMBERS	“P” denotes Present, “A” denotes Absent, “R” denotes Regrets
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P	Nicole DeClouette (CoE, ECUS Vice-Chair)	P	Susan Steele (CoHS, ECUS Member)
P	Steve Dorman (University President)	P	John R. Swinton (CoB, ECUS Chair Emeritus)
P	Chavonda Mills (CoAS, ECUS Chair)	P	Craig Turner (CoAS, ECUS Secretary)
P	Costas Spirou (Interim Provost)	P	Shaundra Walker (Library, ECUS Member)

GUESTS
Artis Williamson (Executive Director of Extended University)

<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 2:04pm by Chavonda Mills (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 MOTION to approve the minutes of the 7 Oct 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 revisions offered. Thus, the minutes had been posted as circulated.	The minutes of the 7 Oct 2016 Executive Committee meeting were approved as posted, so no additional action was required.	
IV. Reports	The following reports were invited.		

<p>Presiding Officer Report</p> <p>Chavonda Mills</p>	<p>Chavonda Mills reported on the following.</p> <ol style="list-style-type: none"> 1. <u>Newsletter</u> Inaugural university senate e-Newsletter was published on Frontpage and the university senate website on 4 Nov 2016. A tab for issues of the Newsletter needs to be added to the university senate website for archiving the current and future editions. I've received several emails from faculty expressing appreciation for this e-Newsletter. <i>Note: During the preparation of these minutes, it is noted that Newsletter has been added to the About University Senate menu in the left margin of senate.gcsu.edu, which links to a repository of all issues of the e-newsletter.</i> 2. <u>Committee Operating Procedures</u> Operating Procedures have been received from APC, CAPC, ECUS, FAPC, RPIPC, SAPC and SoCC and are hereby reflected in university senate records and posted to senate.gcsu.edu. 3. <u>Standing Committee Composition</u> A follow-up email was sent to standing committee chairs requesting an update of their review of committee composition. Chairs were asked to report whether or not changes were proposed. If so, they were reminded that ECUS is willing to assist in updating pertinent bylaws. 		
<p>Past Presiding Officer Report</p> <p>John R. Swinton</p>	<p><u>Parking</u> As promised at the 7 Oct 2016 ECUS meeting, I contacted John Bowen of Parking and Transportation Services to inquire about when the campus community was informed</p>		

about impending increases in the annual parking fee for employees. He directed me to a spring announcement in Front Page. I circulated a link to the original announcement among ECUS members.

Note from ECUS Secretary. As links are fleeting, during the preparation of these minutes, I am choosing to include the full announcement in these minutes and I am choosing to highlight in yellow the pertinent information.

***Employee parking permits go on sale June 1
(Note: This was the first announcement in the 29 Apr 2016 GC Daily News; Employee Edition circulated via email Frontpage Digest)***

It's that time of year again. The start of annual parking permit sales. Starting June 1, employees will be able to purchase a parking permit that will be valid June 1, 2016, through Aug. 15, 2017. As a reminder, Parking and Transportation offers two kinds of employee permits: a "Single E" (E) permit that must be renewed each year, and a "Double E" (EE) permit that has no expiration. If you have a EE permit, you do not need to purchase a new permit. Payroll deductions will continue to come out of your paycheck, unless you call the office to request a cancellation of your permit. If you have a 15E permit, you have until Aug. 15, 2016, to purchase a new 16E (or 16EE) permit.

*To purchase a 16E permit, please visit <http://gcsu.edu/parking> and click on the "My Parking Account" link. Parking and Transportation strives to keep parking costs as low as possible. **Employee permits for the 2016/2017 year will be priced at \$100 annually.***

Parking maintenance and operational expenses have seen an increase and both students and employees are experiencing these additional costs in FY17. Currently, there are more

	<p><i>dedicated employee spaces on main campus than in the last 10 years, with this being the first increase employees have seen in this timespan. This year, Parking and Transportation is offering a new service, which will allow the student and employee to have their permit mailed to them when purchasing online for a small shipping fee. Please utilize the parking website and My Parking Account in order to take advantage of this new service. For any questions, please contact Ryan Greene. Ryan Greene Senior Manager, Parking and Transportation ryan.greene@gcsu.edu 478-445-7433</i></p>		
<p>Presiding Officer Elect Report Nicole DeClouette</p>	<ol style="list-style-type: none"> 1. USGFC Meeting Nicole DeClouette attended the University System of Georgia Faculty Council (USGFC) meeting – as its voting member representing Georgia College – at Darton College on 28 Oct 2016. The full USGFC Report is attached as a supporting document. 2. Highlights of USGFC Meeting <ol style="list-style-type: none"> a. Searches for Administrators There was much concern at the USGFC meeting regarding the lack of faculty input in presidential and chancellor searches. This is relevant right now because USG Chief Academic Officer Houston Davis was just named President of Central Arkansas, vacating his position as the Executive Vice Chancellor of Academic Affairs and the Chief Academic Officer of the USG. Feedback Requested Victoria Smith-Butler chairs the USGFC and wants to know our position about drafting a letter to Dr. Wrigley and the BoR asking for a national search, stating the importance of faculty input in this 		

selection, and requesting to be a part of the process.

ECUS Deliberation As this feedback was requested by 4pm today, ECUS responded to the request. The members of ECUS recommended (with no dissenting voice) the drafting of the letter as proposed by USGFC Chair Victoria Smith-Butler. One of the reasons for this support was that the university senate recently adopted the AAUP Redbook as its guiding principle and AAUP recommends national searches for such positions

b. **Campus Carry** Bill is likely to come up again this year. The message from Dr. Wrigley was that the more we intervene, the more it affects what we want to do. Even though Dr. Wrigley is against Campus Carry, we will not see a big demonstration from the USG because it will just make legislators mad and we need to work with them on important things like passing the budget. He suggested getting to know our senate and house members and telling them (as citizens) how we feel about Campus Carry. The system office will be setting up weekly phone conferencing with USGFC leadership to fill us in on the bill.

c. **USG Chief Academic Officer (CAO)** Dr. Crafton, interim USG CAO, updated the USGFC on the following.

i. **12-month pay option for faculty on academic year contracts** In the next 1-2 years, we will be migrating to a new payroll system

	<p>(replacing ADP) and following this migration, a 12 month pay option will be available. The current 10 month pay will still be an option.</p> <p>ii. <u>Textbooks</u> cost and accessibility, are huge burdens to students. Faculty should look at what they can do to reduce the costs of textbooks, like adopting year old textbooks instead of new ones.</p> <p>iii. <u>Faculty Workload/ Evaluation</u> USG is developing task forces to look at faculty workload and faculty evaluation systems.</p> <p>iv. <u>Program Prioritization</u>. There were 600 underperforming programs and now there are about 300. Dr. Crafton acknowledged Georgia College for taking initiative in performing program prioritization.</p> <p>d. <u>USG Promoting Faculty Diversity</u>. The system office acknowledges implicit bias and micro-aggressions in the search and hiring processes. A USG Faculty Council member is drafting a resolution to come up with a plan to address this in institutions.</p> <p>e. <u>DREAMers</u>. State law requires schools to educate undocumented immigrants up to 12th grade. Georgia is one state out of six that denies in-state tuition for undocumented immigrants wanting to attend college. The difference can be \$15,000 per year. The USGFC tabled the discussion so that we could take this back to our constituents to get input.</p>		
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During the preparation of these minutes this contextual note is being added by the ECUS Secretary. The DREAM Act (short for Development, Relief and Education for Alien Minors Act) was a bill in Congress that would have granted legal status to certain undocumented immigrants who were brought to the United States as children and went to school here. Although several versions of the bill have been introduced in Congress since 2001, it has never passed. In the last few years the term “DREAMer” has been used to describe young undocumented immigrants who were brought to the United States as children, who have lived and gone to school here, and who in many cases identify as American. The term DREAMer originally took its name from the bill in Congress, but it has a double meaning about the undocumented youth who have big hopes and dreams for a better future.

3. **University Committees and Task Forces with University Senate Representatives**

- a. David McIntyre agreed to serve on the Mandatory Student Fee Committee.
- b. JF Yao and Juan Ling declined the nomination to serve on the Administrative Systems and Banner Advisory Committee. Renee Fontenot agreed to serve on this committee.
- c. Tanya Darden agreed to serve on the Public Art Committee.
- d. This fills all vacancies on university committees and task forces.

4. **(S)Election Oversight**

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| | <p>a. <u>Elected Faculty Senators</u> The Corps of Instruction List, Apportionment and information about election procedures went out to Deans and the Library Director via email on October 25. ECUS members please follow up in person with your Dean to ask if they have any questions regarding elections procedures.</p> <ul style="list-style-type: none"> i. Election procedures from each unit should be submitted to ECUS no later than 1 Dec 2016. ii. Election results are due to ECUS no later than 1 Feb 2016. iii. Election results are shared with the University no later than 6 Feb 2016. <p>b. <u>At-large Elected Faculty Senator</u> Nicole drafted the At-large Election Procedures for ECUS review today <u>ECUS Deliberation</u>. Historically the two main points of conversation are the longstanding tie-breaker procedure (dating back to 2005-2006) of <i>a blind draw</i> and the even longer standing replacement procedure (dating back to 2004-2005) of the <i>Miss America Rule</i>. The <i>Miss America Rule</i> is where the first-runner up, second runner up, etc. would be invited (in order) to complete the term of service should the elected at-large senator be unable to complete the three year term of service. Following this contextual presentation, the at-large procedure was adopted as presented.</p> <p>c. <u>Selected Staff Senators</u> Nicole DeClouette drafted a memo to Staff Council Chair Millicent Dempsey</p> | | |
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	regarding the selection of Selected Staff Senators for ECUS review today. <u>ECUS Deliberation</u> ECUS approved the sending of this memo.		
Secretary Report Craig Turner	Craig Turner indicated that he had nothing to report as University Senate Secretary.		
Library Senator Report Shaundra Walker	Shaundra Walker indicated that she had nothing to report as the Elected Faculty Senator from the Library serving on ECUS.		
President's Report President Dorman	As President Dorman was unable to attend the joint meeting of ECUS with Standing Committee Chairs meeting at 3:30pm, he provided the President's Report to ECUS. 1. <u>Wellness Center</u> A committee is being formed to advise on the implementation of the transition of the Wellness Center from the College of Health Sciences to Student Affairs. Leadership in both units are aware of this transition. 2. <u>Question</u> Are you requesting a university senate representative for service on this committee? <i>Answer. Thank you for asking, Yes, that would be appropriate and desirable.</i> 3. <u>ECUS Deliberation</u> Chavonda Mills noted as has recently (this year) become our practice, the nomination of a university representative for this committee is steered to the Subcommittee on Nominations (SCoN). Thus Nicole DeClouette, SCoN Chair, was charged to ensure a nominee is identified.		Nicole DeClouette, SCoN Chair, to ensure a nominee is identified for service as the university senate representative on this committee.
V. Information Items Actions/Recommendations			
University Senate Budget	<u>7 Oct 2016</u>		<u>7 Oct 2016</u>

<p>Chavonda Mills</p>	<ol style="list-style-type: none"> 1. <u>Balance</u> <i>The balance of the university senate budget (\$5000 allocation annually) is presently holding at \$1711.24.</i> 2. <u>Expenditures</u> <i>The total cost for the 2016 governance retreat was \$3288.76, breaking down as follows.</i> <ol style="list-style-type: none"> a. <i>Rock Eagle \$2077.00</i> b. <i>Printing \$425.90</i> c. <i>Supplies and Materials \$412.19</i> d. <i>Transportation \$373.67</i> 3. <u>Foundation Account</u> <i>Chavonda Mills noted that there was presently no foundation account established for the university senate. A suggestion from the floor was that the Presiding Officer (Chavonda Mills) explore the viability of establishing such an account going forward and report back (the pros and cons and best practices) to the Executive Committee. Chavonda Mills agreed to implement this recommendation.</i> <p><u>4 Nov 2016</u></p> <ol style="list-style-type: none"> 1. <u>Balance</u> <i>The balance of the university senate budget (\$5000 allocation annually) is presently holding at \$1711.24.</i> 2. <u>Expenditures</u> <i>Pending expenditures are the reimbursements for travel expenses incurred by Nicole DeClouette when she was attending the USGFC meeting.</i> 3. <u>Foundation Account</u> <i>Chavonda Mills noted that establishing a foundation account for the university senate was as simple as filing a completed form. There was no minimum balance.</i> <p><u>ECUS Deliberation</u></p> <ol style="list-style-type: none"> a. <u>Restrictions</u> <i>It was noted that while foundation accounts can be used for</i> 		<ol style="list-style-type: none"> 1. <i>Chavonda Mills to explore the viability of the establishment of a foundation account for the university senate and report back (the pros and cons and best practices) to the Executive Committee.</i> <p><u>4 Nov 2016</u></p> <ol style="list-style-type: none"> 1. <i>Chavonda Mills did explore the viability of the establishment of a foundation account for the university senate and reported back (the pros and cons and best practices) to the Executive Committee.</i> 2. <i>Chavonda Mills to consult with Monica Starley and/or Kathy Waers to learn the restrictions on the use of foundation monies.</i> 3. <i>Chavonda Mills to take the actions necessary to establish a foundation account for the university senate.</i>
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	<p>food items, one has to be attentive to the set of restrictions on the use of foundation funds. Chavonda Mills was advised to consult with Monica Starley and/or Kathy Waers on these restrictions.</p> <p>b. <u>An Option for SCCP</u> It was noted that establishing a foundations account would allow employees to contribute to this account as part of the State Charitable Contributions Program (SCCP).</p> <p>c. <u>AAUP</u> One possible use of foundation funds might be to support attendance of events sponsored by the American Association of University Professors (AAUP). President Dorman indicated that he was willing to support this type of activity from other resources.</p> <p>d. <u>Enticing Donors</u> It was advisable to consider the possible ways the dollars in the foundation account would be used to inform its advertising. Perhaps certain uses of the funds would entice potential donors to contribute. The articulation of these particulars were postponed pending knowledge of the aforementioned restrictions.</p> <p>e. <u>Establish a Foundation Account</u> Those present recommended that Chavonda Mills complete the form and take the actions necessary to establish a university senate foundation account.</p>		
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VI. Unfinished Business Review of Action & Recommendations, Provide updates (if any) to Follow-up			
Routing (Steering) of Items to University Senate Committees Chavonda Mills	<p><u>7 Oct 2016</u> <i>There are a number of items that are under consideration of being routed (steered) to a university senate committee for consideration.</i></p> <p>1. <u>Distance Education Policy</u> <i>This item was brought to the attention of ECUS at its final meeting of the 2015-2016 academic year. Since that time was concurrent with the final meetings of the standing committees to which it might be steered, the steering of this item was referred to the 2016-2017 ECUS for consideration. The interested reader is referred to the 1 Apr 2016 ECUS minutes for additional detail. After a brief discussion, this item was steered to the Academic Policy Committee (APC) for review. Suggested revisions to the procedures should be communicated to Interim Associate Provost Dale Young by APC. Suggested revisions to the policy should be submitted as a motion for university senate consideration.</i></p> <p>2. <u>Termination of the Institutional Overlays as a Graduation Requirement</u> <i>This item was brought to the attention of ECUS at its final meeting of the 2015-2016 academic year. Since that time was concurrent with the final meetings of the standing committees to which it might be steered, the steering of this item was referred to the 2016-2017 ECUS for consideration. The interested reader is referred to the 1 Apr 2016 ECUS minutes for additional detail.</i></p>		<p><u>7 Oct 2016</u> <i>Chavonda Mills to share contextual information on each of these matters to the respective chair of the receiving committee to facilitate review of the matter by that committee.</i></p> <p><u>4 Nov 2016</u> <i>Chavonda Mills did share contextual information on each of these matters to the respective chair of the receiving committee to facilitate review of the matter by that committee.</i></p>

After a brief discussion, this item was steered to the Subcommittee on the Core Curriculum (SoCC) for consideration.

3. **Review of Standing Committee Composition** *Each standing committee (APC, CAPC, FAPC, RIPC, and SAPC) has been invited to review its composition as articulated in the current university senate bylaws. This invitation was extended at the 2016 Governance Retreat and will be reiterated at the joint meetings of the Standing Committee Chairs and the Executive Committee.*

4. **USGFC Representative Term of Service** *This matter was considered at the 2016 Governance Retreat, at which time a revision to the current practice was proposed for consideration. Our current practice is for the Presiding Officer Elect of the University Senate to serve as the institution's voting representative on the USGFC (University System of Georgia Faculty Council) for a one year term of service. The proposed revision is to broaden the pool of those eligible to serve to all elected faculty senators and to extend the term from its current one year term to a two or three year term. This item was steered to ECUS and will be discussed further at a future ECUS meeting.*

4 Nov 2016

1. **USGFC Representative Term of Service**
The following were conversation points.
a. Our current practice is that the Presiding Officer Elect serves as the voting member of the USGFC for a one year term concurrent with their time as

	<p>Presiding Officer Elect. This practice emerged as motion 1011.EC.001.R.</p> <ul style="list-style-type: none"> b. The recommendation under review was to broaden the pool to all elected faculty senators and extend the term of service to two or three years. c. It is good to have the USGFC representative serving on ECUS to facilitate consultation. d. Serving on the USGFC is a great developmental experience for the Presiding Officer Elect. e. Serving only one year – typically only two meetings of the USGFC – has seemed to be too short a term to some past Presiding Officer Elects. f. Those present recommended to continue the current practice that the Presiding Officer Elect serving a one year term as Georgia College’s voting member of the USGFC. g. In addition, a second representative for Georgia College with a two year term of service to attend USGFC meetings was proposed. This representative shall be an elected faculty senator and shall be elected by the university senate. It was further recommended that the Subcommittee on Nominations conduct this election. 		
<p>Review of Tasks Requiring Follow-up from the 2015-2016 ECUS Annual Report</p> <p>Chavonda Mills</p>	<p><u>7 Oct 2016</u> <i>A number of items were recommended for consideration by the 2016-2017 ECUS in the committee annual report of the 2015-2016 ECUS. These include (yet may not be limited to) the following.</i></p> <ol style="list-style-type: none"> 1. <u>Faculty Listserv</u> <i>The establishment of a university faculty email list to which any</i> 		<p><u>7 Oct 2016</u></p> <ol style="list-style-type: none"> 1. <i>Shaundra Walker to gather contextual information to inform the ongoing GC Story Archivist deliberation.</i> 2. <i>Chavonda Mills to explore the viability of</i>

	<p><i>subscriber can post a message has been under consideration. Required is a volunteer to serve as moderator of this list, and this requirement has not yet been met. Those present at this meeting felt that the committee action should be a wait-and-see approach. Specifically, to wait and see if one or more individuals step forward to serve as moderator.</i></p> <p>2. <u>Streamline Curricular Routing</u> <i>This matter is already in progress. A work group including Interim Associate Provost Dale Young, University Registrar Kay Anderson, and CAPC Chair Lyndall Muschell has been actively meeting and has been in consultation with ECUS Chair Chavonda Mills. Plans include electronic implementation in coordination with IT personnel.</i></p> <p>3. <u>Regular Review of the PPPM</u> <i>This item is proposing the regular review of the Policies, Procedures, and Practices Manual (PPPM). Our current university policy officer, Sadie Simmons, is receptive to any recommendations on this matter. Craig Turner was the only committee member to volunteer to assist in this initiative. He indicated that his thoughts would be to advocate for</i></p> <p><i>a. a review of all university senate policy motions (type P motions) to ensure that they are present in their entirety (not just the policy part, but pertinent procedures as adopted as well) in the PPPM, and</i></p> <p><i>b. adoption of the university senate policy template as a template for entries in the PPPM going forward.</i></p>		<p><i>the establishment of a foundation account for the university senate and report back (the pros and cons and best practices) to the Executive Committee.</i></p> <p><u>4 Nov 2016</u></p> <p>1. Shaundra Walker did gather contextual information to inform the ongoing GC Story Archivist deliberation.</p> <p>2. Chavonda Mills did explore the viability of the establishment of a foundation account for the university senate and report back (the pros and cons and best practices) to the Executive Committee. To see this, look to the budget entry in the list of information items.</p> <p>3. Chavonda Mills to pass the template for SCC reports at ECUS-SCC meetings on to the SCCs commencing its implementation at the 2 Dec 2016 ECUS-SCC meeting.</p>
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Those present supported these ideas.

4. **GC Story Archivist** *This item was on the agenda of each meeting of the 2015-2016 ECUS and was recommended for ongoing consideration by the 2016-2017 ECUS. Shaudra Walker noted the recent hiring of a Digital Archivist and agreed to gather contextual information pertinent to this matter to inform future ECUS deliberation.*
5. **Feasibility of Foundation Account for the University Senate** *Chavonda Mills noted that there was presently no foundation account established for the university senate. A suggestion from the floor was that the Presiding Officer (Chavonda Mills) explore the viability of establishing such an account going forward and report back (the pros and cons and best practices) to the Executive Committee. Chavonda Mills agreed to implement this recommendation.*
6. **How Best to Receive Updates from University Senate Representatives on Task Forces, Committees, and Other Groups** *After a brief discussion, the consensus was that a written report included for archiving in the minutes –supplemented at the discretion of the representative with a brief oral report at the university senate meeting – was desirable.*
7. **Details in Standing Committee Chair Reports for ECUS-SCC Meetings** *After a brief discussion, the consensus was that the oral report of the standing committee chair given at Executive Committee (ECUS) with Standing Committee Chairs (SCC) meetings should generally be a brief overview of the topics discussed at the committee meeting, rather than a detailed*

specification of the committee deliberation of each topic discussed at the committee meeting.

4 Nov 2016

1. **GC Story Archivist** Shaundra Walker noted that Holly Craft had been hired as a Digital Archivist and that the story-telling aspect of her position would be to tell the story about an event that has occurred as part of the process of archiving information pertinent to the event. All agreed this is ideal and precisely what was desired.

Question How does this differ from our university historian role? *Answer: The digital archivist document events that occur on campus as they are archived. The university historian reviews this documented events as artifacts and might select one or more for inclusion in the history of the university.*

All present agreed that this completes ECUS deliberation of a GC Story Archivist

2. **Details in Standing Committee Chair Reports for ECUS-SCC Meetings** At the 7 Oct 2016 ECUS meeting, Susan Steele had offered to prepare a template to guide the content of a report by each Standing Committee Chair (SCC) to the participants of the ECUS-SCC meetings. This template is available in the supporting documents attached to these minutes. The first review of the draft was “Brilliant!” and “Inspired!” Others concurred with this assessment. The recommendation of those present was to share the template with the standing committee chairs and for implementation to commence at the 2 Dec 2016 ECUS-SCC

	<p>meeting. After a bit more discussion, it was agreed that this template – as appropriately modified – will also serve as a guide for the preparation of reports to university senate by university senate representatives serving on university-wide committees, task forces, and other groups.</p>		
<p>Elected Faculty Senator Oversight</p> <p>Nicole DeClouette</p>	<p><u>7 Oct 2016</u> <i>It was noted that the ECUS Calendar and Checklists document lists Share information on election expectations in academic units (colleges and library) with a letter to college deans and the university librarian as a recurring annual ECUS function to be completed in September. Given that the 2 Sep 2016 meeting of the Executive Committee had been canceled – as the university officially closed due to inclement weather – this was the first opportunity for consideration of these letters at an ECUS meeting. Nicole DeClouette indicated that she had already drafted a template letter and had asked Craig Turner to review the draft including the appendices. She sought and received permission from the committee to finalize the drafts and send the letters to college deans and the university librarian. She indicated that she would be sending these letters by email, and a reminder that ECUS operating procedures called for copying the committee on any communication made on its behalf was given. Each elected faculty senator on ECUS was reminded to follow up with her/his dean following the sending of these letters to offer and provide clarification as necessary.</i></p>		<p><u>7 Oct 2016</u> <i>Nicole DeClouette to send election letters to college deans and the university librarian by email, ccing the members of the executive committee.</i></p> <p><u>4 Nov 2016</u> <i>Nicole DeClouette did send election letters to college deans and the university librarian by email, ccing the members of the executive committee</i></p>
<p>Selected Staff Senator Oversight</p>	<p><u>7 Oct 2016</u> <i>It was noted that the ECUS Calendar and Checklists document lists Share information</i></p>		<p><u>7 Oct 2016</u> <i>Nicole DeClouette to contact Millicent Dempsey</i></p>

<p>Chavonda Mills</p>	<p><i>on election expectations with Staff Council Leadership to be completed in September. Given the 2 Sep 2016 meeting of the Executive Committee had been canceled – as the university officially closed due to inclement weather – this was the first opportunity for consideration of this notification. At the meeting, the task of making this notification by email was assigned to and accepted by Nicole DeClouette, and a reminder that ECUS operating procedures called for copying the committee on any communication made on its behalf was given.</i></p>		<p><i>(Staff Council Chair) by email, ccing the ECUS members, to share the relevant university senate bylaws to inform the selection of selected staff senators to serve on the 2017-2018 University Senate.</i></p> <p><u>4 Nov 2016</u> Nicole DeClouette had prepared a DRAFT of the memo for to send to the Staff Council Chair by email to share the relevant university senate bylaws to inform the selection of selected staff senators to serve on the 2017-2018 University Senate. See the Presiding Officer Elect report for the 4 Nov 2016 ECUS meeting for details.</p>
<p>Common Syllabus Statements</p> <p>Chavonda Mills</p>	<p><u>7 Oct 2016</u> <i>Chavonda Mills had received an email request from Susan Steele for consideration of the common syllabus statements. Susan Steele proposed for committee consideration that the Academic Policy Committee be asked to consider broadening the common syllabus statement on Fire Drills to a more encompassing statement on Emergency Procedures. After a brief discussion, the committee endorsed this proposal.</i></p> <p><i>During the discussion, it was noted that all faculty in at least one department on campus</i></p>		<p><u>7 Oct 2016</u> <i>Chavonda Mills to steer this request to the chair of the Academic Policy Committee (APC) to facilitate review of this matter by the APC.</i></p> <p><u>4 Nov 2016</u> Chavonda Mills did steer this request to the chair of the Academic Policy Committee (APC) to</p>

	<i>are distributing an Emergency Action Plan Summary document to all students in their classes. That department says the circulation request emerged from campus Public Safety.</i>		facilitate review of this matter by the APC
VII. New Business Actions/Recommendations			
USG Policy on Programs Serving Minors Artis Williamson	<ol style="list-style-type: none"> 1. <u>Prior to Meeting</u> Draft Georgia College procedures and other contextual information from Artis Williamson on Programs Serving Minors had been circulated with the agenda as part of the supporting documents prior to the meeting by Chavonda Mills. ECUS was being asked to review these procedures exercising its faculty advisory role to the University President. 2. <u>Contextual Information</u> Artis Williamson orally provided the following contextual information to those present. <ol style="list-style-type: none"> a. Thank you for having me on such short notice as a guest to your meeting to present this information. b. BoR Policy 12.9 requires USG Institution Presidents to submit their institutional procedures on Programs Serving Minors by 1 Jan 2017. c. There are dozens of programs on the Georgia College campus that work with non-student minors. There is presently no central point person for these programs. As many of these programs flow through extended university, I have been coordinating the efforts on this initiative. d. I am working with University Communications to develop a public webpage to articulate Georgia College's commitment to ensuring the 		

	<p>safety and well-being of minors on our campus.</p> <ul style="list-style-type: none"> e. I am working with the Department of Information Technology to develop an internal web presence to provide an online registry of programs as required by the new USG policy. This internal web presence will also be a repository of best practices, instructions, approved forms, and procedures for campus departments hosting programs for non-student minors. f. Legal Affairs will audit programs to ensure compliance. g. The internal web presence is being designed to provide program point persons a step-by-step approach. At present, these steps are as follows. <ul style="list-style-type: none"> i. Step One Register your program ii. Step Two Ensure that the necessary background checks are documented iii. Step Three Train Train Train on the Code of Conduct, serving as Mandatory Reporters and other requirements. iv. Step Four Forms Forms Forms Part of this is risk management and there will be a variety of forms that will be filed to document compliance. v. Each program is responsible for the three C's (Control, Custody and Care) of minors participating in its program. <p>3. <u>ECUS Deliberation</u></p> <ul style="list-style-type: none"> a. Will the forms be filed on the internal web presence or in the program point person's office? Answer: The internal website will be a repository for the 		
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blank forms once these forms are approved by the USG. Program point persons shall be responsible to ensure completed forms are appropriately archived as documentation to support their respective programs.

- b. It was noted that John Swinton is a point person for one of these programs and he acknowledged his familiarity with the issues being discussed.
- c. President Dorman emphasized the importance of this initiative and noted the solemn responsibility for doing this right.
- d. All present acknowledged the potential cost of an incident in terms of possible litigation, institutional reputation and most importantly the safety of each participant in these programs.
- e. It was noted that the current draft was exclusively procedures and not policy.
- f. A suggestion to reorganize the content supplied by Artis Williamson into the policy template format, and use the BoR Policy as a guide for the Georgia College policy was made and supported by those present. Craig Turner and Chavonda Mills agreed to do this.
- g. After some discussion, the question of which committee should sponsor the motion for the 18 Nov 2016 university senate meeting was answered with RPIPC (if it can implement its email vote procedure) or ECUS (if RPIPC is unable to implement its email vote).

During the preparation of these minutes, it was determined – via email deliberation – that

	<ol style="list-style-type: none"> 1. <i>Artis Williamson will present the procedures as an information item at the 18 Nov 2016 university senate meeting and</i> 2. <i>Chavonda Mills – on behalf of ECUS – will steer the policy template document version of this proposal to RPIPC for review as a proposed university policy with procedures.</i> 		
<p>Program Fees and Tuition for Georgia College Study Abroad Programs</p>	<p>This item had come to the attention of ECUS via the Student Affairs Policy Committee who had fielded a concern from a faculty member and sought guidance on steering it to the proper committee for disposition from ECUS. ECUS had steered the matter to itself.</p> <p>The concerns were</p> <ol style="list-style-type: none"> 1. How can tuition and required program fees be more streamlined and reduced for our students studying abroad? Some schools allow tuition dollars beyond those required to pay university facilities and faculty salaries to cover a portion of the cost of the study abroad program. In some cases, the entire tuition amount goes to the study abroad program. Clearly there is a range of ways of doing this on college campuses. What way works best for Georgia College. 2. Can anyone on this campus force another employee to sign a confidentiality agreement? Don't know which committee should consider this issue or who to contact. <p>The first comment was that these concerns should be directed to the administration for resolution as they were not within university</p>		

	<p>senate purview. This position resonated with all of those present.</p> <p>Interim Provost Spirou shared the following information. We have been aware of these concerns for some time now and have taken a number of actions to address them. Among these actions, we have</p> <ol style="list-style-type: none"> 1. asked the department chairs to provide administrative support of the faculty in their respective departments who are facilitating an international education experience rather than have the faculty work exclusively with the International Education personnel; 2. had auditors review the funding for compliance with best practice as well as applicable laws; and 3. strived to ensure the documentation of the fiscal resources supporting these programs is as transparent as possible. <p>All present agreed that these concerns have been fully addressed by the administration.</p> <p>Chavonda Mills indicated her intent to provide the concerned faculty member a response including a summary of this deliberation.</p>		
<p>American Association of University Professors (AAUP) Redbooks for University Senate Leaders</p> <p>Craig Turner</p>	<p><u>What is the Redbook?</u> The American Association of University Professors (AAUP) celebrated the 100th anniversary of its 1915 founding during 2015. As part of this celebration, a new (eleventh) edition of the Redbook (so called due to its red cover and more formally titled <i>Policy Documents and Reports</i>) was published in December 2014 and is now available for purchase. The Redbook is a compendium of statements of national best practice for all things academic.</p>		<p>Chavonda Mills to survey committee chairs (APC, CAPC, FAPC, RPIPC, SoCC, SAPC) to determine which committee chairs (if any) don't have a Redbook and issue Redbooks as necessary.</p>

	<p><u>Continue Recent Practice?</u> Craig Turner noted that recent practice has been to consider annually the purchase of AAUP Redbooks for the university senate leadership – including all members of ECUS and committee chairs (APC, CAPC, FAPC, RPIPC, SoCC, SAPC) – and asked if those present were in favor of continuing this practice. The answer was <i>Yes</i> (with no dissenting voice) noting that the book should be a token of appreciation to be kept by the individuals serving in these leadership positions.</p> <p><u>Distributing Redbooks to Leaders</u> It was noted that there were extra copies of the Redbook purchased during the 2015-2016 academic year so that there may be a sufficient supply with no necessity to purchase more. Chavonda Mills asked if those present had a copy of the Redbook and all responded that they did. Chavonda Mills indicated her intent to survey the committee chairs (APC, CAPC, FAPC, RPIPC, SoCC, SAPC) to determine which committee chairs (if any) don't have a Redbook and issue Redbooks as necessary.</p>		
VIII. Next Meeting (Tentative Agenda, Calendar)			
1. Calendar	18 Nov 2016 @ 2:00pm Univ. Senate in A&S 2-72 2 Dec 2016 @ 2:00pm ECUS in 301 Parks 2 Dec 2016 @ 3:30pm ECUS-SCC in 301 Parks		
2. Tentative Agenda	Some of the deliberation today may have generated tentative agenda items for future ECUS and ECUS-SCC meetings.		Chavonda Mills to ensure that such items (if any) are added to agendas of an ECUS and/or ECUS-SCC meeting in the future.
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 3:19 pm. Note that a	

		<p><i>motion to postpone adjournment and extend the meeting by up to 5 minutes (allowing adjournment as late as 3:20pm) was made, seconded, and approved at approximately 3:14pm.</i></p>	
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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: CHAVONDA MILLS (CHAIR), NICOLE DEClOUPETTE (VICE-CHAIR), CRAIG TURNER (SECRETARY)

ACADEMIC YEAR: 2016-2017

AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:

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

Note: 2 Sep 2016 meeting canceled due to University officially closing (tropical storm)

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	09-02-16	10-07-16	11-04-16	12-02-16	02-03-17	03-03-17	03-31-17	Present	Regrets	Absent
Nicole DeClouette <i>EFS; CoE; ECUS Vice-Chair</i>	N/A	P	P						2	0	0
Steve Dorman <i>University President</i>	N/A	R	P						1	1	0
Chavonda Mills <i>EFS; CoAS; ECUS Chair</i>	N/A	P	P						2	0	0
Costas Spirou <i>Interim Provost</i>	N/A	P	P						2	0	0
Susan Steele <i>EFS; CoHS; ECUS Member</i>	N/A	P	P						2	0	0
John R. Swinton <i>EFS; CoB; ECUS Chair Emeritus</i>	N/A	P	P						2	0	0
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	N/A	P	P						2	0	0
Shaundra Walker <i>EFS; Library; ECUS Member</i>	N/A	P	P						2	0	0

CHAIRPERSON SIGNATURE _____ DATE _____ -(Including this Approval by chair at committee discretion)