

COMMITTEE NAME EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)

MEETING DATE & TIME 05 OCTOBER 2018; 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	Donna Bennett (Library, ECUS Member)	R	Glynnis Haley (CoHS, ECUS Member)
P	Alex Blazer (CoAS, ECUS Chair)	P	David Johnson (CoAS, ECUS Vice-Chair)
P	Kelli Brown (Provost)	R	John Swinton (CoB, ECUS Member)
R	Nicole DeClouette (CoE, ECUS Chair Emeritus)	P	Craig Turner (CoAS, ECUS Secretary)
R	Steve Dorman (University President)		

GUESTS
None

	<i>Italicized text denotes information from a previous meeting.</i>		
	*Plain text 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 2:03 pm by Alex Blazer (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 7 Sep 2018 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 Sep 2018 Executive Committee meeting were approved as posted, so no additional action was required.	

<p>IV. Reports</p> <p>Presiding Officer Report</p> <p>Alex Blazer</p>	<ol style="list-style-type: none"> 1. <u>University Senate Pins</u> were mailed to elected faculty senators <Paulette Cross, Jiaqin Yang> and selected staff senators <Yolanda Foster, Christopher Newsome> on 5 Oct 2018. A pin will be given to selected student senator Cedric Norris either before the next University Senate meeting or at the next SAPC meeting by Joanna Schwartz. 2. <u>Standing Committee Officer Orientation</u> Alex Blazer and Craig Turner held officer orientation on Thursday, 20 Sep 2018. 3. <u>Free Speech Workshop</u> Steve Jones, Assistant Director for Faculty Development of CTL, and Alex Blazer, Presiding Officer of the University Senate, invited members of University Senate to the October CTL and Office of Legal Affairs workshop on academic freedom and First Amendment rights in the context of the BOR's policy on Freedom of Expression. 4. <u>Mandatory Student Fee Committee</u> Nicole DeClouette and Craig Turner have agreed to serve again as University Senate representatives on the Mandatory Student Fee Committee this academic year. 5. <u>Student Concerns regarding Midterm Course Feedback</u> Provost Brown, Presiding Officer Blazer, and Presiding Officer Elect Johnson discussed ongoing student concerns brought to the Provost about students not receiving midterm course feedback. It was decided that 		
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	<ul style="list-style-type: none"> a. Provost Brown will discuss the issue with deans, who will discuss the issue with chairs; b. the Registrar will include in the midterm course feedback email sent to all faculty a statement encouraging faculty to submit midterm feedback for all courses rather than simply the required 1000-2000 courses; c. students will meet with the deans; d. David Johnson will talk with FAPC about an SRIS question involving midterm feedback; and e. Alex Blazer will talk with APC about considering midterm grade policies. <p>6. <u>2019-2020 Governance Calendar</u> A workgroup comprised of Alex Blazer, David Johnson, and Craig Turner has begun work on the 2019-2020 governance calendar.</p> <p>7. <u>Budget</u></p> <ul style="list-style-type: none"> a. 2018-2019 Budget: \$5000 <ul style="list-style-type: none"> i. Travel (for USG Faculty Council Meetings): \$675 ii. Office Supplies & Expenses (Printing, Retreat, etc.): \$4325 b. September Expenses: <ul style="list-style-type: none"> i. Rock Eagle Retreat Fees: \$2,265 c. Total Expended AY 2018-2019: \$2968.91 d. Remaining: \$2031.09 		
<p>Presiding Officer Elect Report</p> <p>David Johnson</p>	<p>1. <u>Subcommittee on Nominations (SCoN)</u> Since the 21 Sep 2018 University Senate meeting, a number of changes have been made to the slate of nominees that will be</p>		

	<p>submitted as a motion for a vote at the 19 Oct 2018 university senate meeting.</p> <ol style="list-style-type: none"> a. SAPC: Cedric Norris has replaced Rachel Spradley as Selected Student Senator effective 19 Sep 2018 b. RPIPC: Paige Overmyer has replaced Emma Parry as Student Government Association appointee effective 14 Sep 2018. <p>2. <u>Elected Faculty Senator Elections</u> The Corps of Instruction list was received from the provost's office and confirmed by all unit heads. Next year's elected faculty senators have been apportioned to the academic units, and deans will be receiving guidance on overseeing the 2019-2022 elected faculty senator elections in their respective academic units.</p>		
<p>V. Information Items Actions/Recommendations</p>			
<p>University Senate Budgets Alex Blazer</p>	<ol style="list-style-type: none"> 1. <u>Foundation Account</u> for university senate is now established and has a balance of \$0. 2. <u>Balance</u> The balance of the university senate budget (\$5000 allocation annually) is presently at \$2031.09 after paying the remaining costs for the 2018 governance retreat. Anticipated expenditures include the reimbursement of attendance expenditures for USG Faculty Council meeting attendees <David Johnson and Glynnis Haley> for USGFC meetings held during the 2018-19 academic year. 		

VI. Unfinished Business Review of Action & Recommendations, Provide updates (if any) to Follow-up			
Inventory and Review of Official Documents of the University Senate Nicole DeClouette John Swinton	<p><u>7 Sep 2018</u></p> <ol style="list-style-type: none"> 1. <i>At the 2018 Governance Retreat, Nicole DeClouette and John Swinton agreed to serve as the ECUS work group on this initiative.</i> 2. <i>Presently other obligations are taking precedence for both Nicole DeClouette and John Swinton, and they anticipate making some progress on this initiative by the 5 Oct 2018 ECUS meeting.</i> 3. <i>A brief discussion included the following talking points.</i> <ol style="list-style-type: none"> a. <i>There is a list of official documents in the supporting document University Senate Highlights for the 2018 governance retreat which includes university senate mission, vision, beliefs, governing concepts, meeting etiquette, governance history, and the university senator handbook.</i> b. <i>A suggestion was made to fold all of these official documents into the university senator handbook (as chapters) updating as necessary the documents for accuracy, currency, as well as for compliance with university senate bylaws AND adding a revision process. In this way, there will be only one official document to maintain going forward.</i> <p><u>5 Oct 2018</u></p>		

	<p>As both John Swinton and Nicole DeClouette had extended regrets and were unable to attend this meeting, Alex Blazer read into the record their update.</p> <p>The governance history has been reformatted (larger font) and added as a proposed new section to the university senate handbook. Our next step is to bring this history and references to university senate bylaws up to date. After that, we will draft a proposed revision process to guide future handbook updates.</p>		
<p>Elected Faculty Senator Election Oversight</p> <p>David Johnson</p>	<p><u>7 Sep 2018</u></p> <ol style="list-style-type: none"> 1. <i>David Johnson has requested the Corps of Instruction list from the Office of Academic Affairs. According to the university senate bylaws, this list is to be supplied to ECUS by 15 Sep.</i> 2. <i>Once received, David Johnson will prepare a draft of the apportionment for ECUS review. This apportionment review would ideally take place at the 5 Oct 2018 ECUS meeting.</i> <p><u>5 Oct 2018</u></p> <p>In preparation for upcoming elected faculty senator elections, David Johnson provided ECUS (by email prior to this meeting) drafts of the apportionment spreadsheet and letters to deans with appendices as well as two Corps of Instruction lists (one with Administrators listed as their own <i>College of Administration</i> and one with Administrators listed within their home departments). The apportionment of university senators is the same with both classifications of Administrators. David Johnson had received some suggested edits to letters and appendices recommending the most current versions of BoR Policies and University Senate Bylaws be</p>		

	<p>used. ECUS members present agreed to the following.</p> <ol style="list-style-type: none"> 1. To adopt the corps of instruction list with the administrators listed within their home departments and adopt the corresponding apportionment of elected faculty senators to the academic units (colleges and library). 2. David Johnson is authorized to get letters and their appendices <incorporating the suggested edits> to the deans of the academic units (colleges and library) to guide elected faculty senator elections for the elected faculty senators to be elected with 2019-2022 terms of service. David Johnson indicated his intent to circulate by email the updated drafts for ECUS review prior to sending them to the deans. 		
<p>VII. New Business Actions/Recommendations</p>			
<p>2019-2020 Governance Calendar Alex Blazer</p>	<p>An extremely rough draft of the 2019-2020 Governance Calendar was handed out to those in attendance. University senate officers Alex Blazer, David Johnson, and Craig Turner comprise the work group to draft this calendar for ECUS review. The due date for completion is 1 Apr 2019.</p> <p>All events on the draft require confirmation. There is room for more flexibility than is often the case. As one example, spring 2020 classes begin on 6 Jan 2020 and this allows the option for the meetings on 6 Dec 2019 to be shifted to 10 Jan 2020.</p> <p>The Provost requested a copy of the draft calendar be sent to her by email so that she could share it with the Executive Cabinet to facilitate confirmation of events. Craig Turner indicated that he would forward a copy to the Provost.</p>		

VIII. Next Meeting (Tentative Agenda, Calendar)			
1. Calendar	19 Oct 2018 @ 2:00pm Univ. Senate A&S 2-72 02 Nov 2018 @ 2:00pm ECUS Parks 301 02 Nov 2018 @ 3:30pm ECUS-SCC Parks 301		
2. Tentative Agenda	Some of the deliberation today may have generated tentative agenda items for future ECUS and ECUS-SCC meetings.		Alex Blazer to ensure that such items (if any) are added to the agenda of a future meeting of ECUS or ECUS-SCC.
IX. Adjournment	As there was no further business to consider, a MOTION to adjourn the meeting was made and seconded.	The motion to adjourn was approved and the meeting adjourned at 2:34pm.	

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) WITH STANDING COMMITTEE CHAIRS
COMMITTEE OFFICERS ALEX BLAZER (CHAIR), DAVID JOHNSON (VICE-CHAIR), CRAIG TURNER (SECRETARY)
ACADEMIC YEAR 2018-2019**

**AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR
“P” denotes resent, “A” denotes Absent, “R” denotes Regrets**

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	9/7/2018	10/5/2018	11/2/2018	12/7/2018	2/1/2019	3/1/2019	3/30/2019	Present	Regrets	Absent
Donna Bennett <i>EFS; Library; ECUS Member</i>	P	P							2	0	0
Alex Blazer <i>EFS; CoAS; ECUS Chair</i>	P	P							2	0	0
Kelli Brown <i>Provost</i>	P	P							2	0	0
Nicole DeClouette <i>EFS; CoE; ECUS Chair Emeritus</i>	P	R							1	1	0
Steve Dorman <i>University President</i>	R	R							0	2	0
Glynnis Haley <i>EFS; CoHS; ECUS Member</i>	P	R							1	1	0
David Johnson <i>EFS; CoAS; ECUS Vice-Chair</i>	P	P							2	0	0
John Swinton <i>EFS; CoB; ECUS Member</i>	P	R							1	1	0
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P	P							2	0	0

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