

**2016-2017 University Senate
Minutes for the 21 Oct 2016 Meeting**

University Senate Officers: Presiding Officer Chavonda Mills, Presiding Officer Elect Nicole DeClouette, Secretary Craig Turner

PRESENT (32) Laura Ahrens, Kay Anderson, Alex Blazer, Robert Blumenthal, Hauke Busch, Jolene Cole, Nicole DeClouette, Millicent Dempsey, Renee Fontenot, Heidi Fowler, Will Hobbs, Jan Hoffmann Clark, David Johnson, Mary Jean Land, Juan Ling, Catrena Lisse, Chavonda Mills, Kevin Morris, Lyndall Muschell, Stephanie Opperman, Amy Pinney, Joanne Previts, Claire Sanders, Carol J. Sapp, Costas Spirou, Susan Steele, Ashley Taylor, Tom Toney, Craig Turner, Shaundra Walker, James J. Winchester, J.F. Yao.

ABSENT (4) Louis Bourne, Min Kim, Altimease Lowe, Daniel McDonald.

REGRETS (14) Susan C. Allen, Rodica Cazacu, Steve Dorman, Josie Doss, Emily Gomez, Kristy Johnson, Bradley Koch, Mary Magoulick, David McIntyre, Ben McMillan, Christine Mutiti, Barbara Roquemore, Evita Shinholster, John R. Swinton.

GUESTS (16)

First Name	Last Name	2016-2017 Committee	Description Role on University Senate or Position at the University
John	Bowen	None	<i>Senior Manager, Parking and Transportation Services</i>
Jordanne	Cary	SAPC	<i>Administrative Assistant, Health and Human Performance</i>
Shea	Council	None	<i>Administrative Assistant to the University Senate</i>
Terrell N.	Davis	None	<i>Student</i>
Carolyn	Denard	APC	<i>Associate Vice President for Student Success</i>
Monica	Ketchie	FAPC	<i>Assistant Professor of Nursing</i>
Amelia	Lord	None	<i>Student</i>
Nancy	Mizelle	RPIPC	<i>Professor of Middle Grades Education</i>
Mike	Muller	None	<i>Student</i>
Cedric	Norris, Jr.	None	<i>Student</i>
Joe	Peters	None	<i>Dean of the College of Education</i>
Lindy	Ruark	None	<i>Staff Advocate for the State Charitable Contributions Program (SCCP)</i>
John	Sirmans	None	<i>Parliamentarian of the 2016-2017 University Senate</i>
Rob	Sumowski	None	<i>Faculty Advocate for the State Charitable Contributions Program (SCCP)</i>
Danielle	Williams	None	<i>Student</i>
Jen	Yearwood	None	<i>Executive Assistant, Finance and Administration</i>

CALL TO ORDER: Chavonda Mills, Presiding Officer of the 2016-2017 University Senate, called the meeting to order at 3:33 p.m.

MOMENT OF SILENCE: Chavonda Mills requested a moment of silence in the memory of Allison Everett, lecturer of exercise science, who had passed away on 10 Oct 2016 and been laid to rest on Monday 17 Oct 2016.

UNIVERSITY SENATOR PINS: Chavonda Mills distributed university senator pins to the first-time members of the University Senate who were present at this meeting. Pin recipients were

1. Elected Faculty Senator Will Hobbs; and
2. Selected Staff Senator, Millicent Dempsey.

ESTABLISHING CONSENT AGENDA BY SPECIAL RULE OF ORDER: On behalf of the Executive Committee, Chavonda Mills proposed the consideration of adopting a consent agenda for university senate meetings.

1. **WHAT IS IT?** A consent agenda is a practice that groups both *routine business items* and *reports* into one agenda item. The consent agenda can be approved in one action, rather than a separate motion for each

item. This practice can move routine items along quickly so that there is more time for deliberation of more substantive business. In other words, a consent agenda is an efficient way to dispose of business that is noncontroversial.

2. **HOW ARE ITEMS EXTRACTED?** As the consent agenda anticipates unanimous adoption of its contents, an item may be extracted from the consent agenda and migrated to the appropriate section of the meeting agenda at the request of a single member of the assembly. This extraction is not debatable nor does it require a second or a vote.
3. **ANTICIPATED CONTENTS?** The anticipated contents of the university senate's consent agenda are a subset of the information items emerging from committees. For today, the proposed items are curricular in nature and emerged exclusively from CAPC. In time at future meetings, other routine business may be included such as approval of the minutes, approval of the meeting agenda, adoption of a revised slate of nominees (routine motion from our Subcommittee on Nominations), as well as other matters recommended for inclusion by the assembly.
4. **VOTE FOR ADOPTING?** The adoption of a consent agenda requires a two-thirds majority vote.
5. **HOW IS THIS PRACTICE ESTABLISHED?** To establish the practice of using a consent agenda, the university senate would need to adopt a special rule of order.
6. **SPECIAL RULE OF ORDER** A proposed rule of order was displayed on the big screen for consideration by the university senate.

**Consent Agenda
Special Rule of Order
*two-thirds vote required***

“A consent agenda may be presented by the Presiding Officer at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the assembly.”

*A point of clarification was sought from the floor: Is this two-thirds vote requiring two-thirds of the membership or two-thirds of those casting votes in the presence of a quorum?
Response: two-thirds of those casting votes in the presence of a quorum.*

7. **ESTABLISH CONSENT AGENDA A MOTION** to establish the practice of a consent agenda by adopting this special rule of order exactly as proposed was made, seconded and adopted with no further discussion.

CONSENT AGENDA: A consent agenda was available as an item of business listed on the meeting agenda and read as follows.

1. **Ed.S. in Special Education – Modification of Existing Program** Changes are to be made in the program of study for the Ed.S. in Special Education. These changes will not affect the number of hours in the program but will reduce the number of semesters necessary for completion from 5 to 4. In addition, the start date for the program will change from Fall to Summer. The rationale is to increase interest and improve the long-term viability.
Effective date Summer 2017.
2. **MAT in Special Education – Modification of Existing Program** Changes will impact the course requirements for the program. Changes will reduce the program hours from 45 to 42 and will reduce the number of semesters required for completion from 5 to 4. In addition, the start date for the program will change from Spring to Summer. Changes allow the program to align with Professional Standards Commission rules which call for teachers with Provisional Certificates to complete the edTPA in the third semester of the program.
Effective date Summer 2017.

A **MOTION** to adopt the consent agenda was made and seconded and adopted with no proposed extractions and no further discussion with no dissenting voice.

AGENDA: A **MOTION** to approve the agenda was made and seconded. The agenda was approved as circulated.

MINUTES: As the university officially closed on 2 Sep 2016 due to weather (tropical storm), the meetings scheduled for that day – at which the Executive Committee and Standing Committee Chairs would have reviewed the minutes for the 22 Apr 2016 meetings of the University Senate – were cancelled.

A draft of the minutes of the 22 Apr 2016 meeting of the 2015-2016 university senate, 22 Apr 2016 organizational meeting of the 2016-2017 university senate, and 16 Sep 2016 meeting of the 2016-2017 university senate were circulated by university senate secretary, Craig Turner, to the university senate by email for review with no revisions and were presented to those present for consideration. A **MOTION** to approve these three sets of minutes as circulated was made, seconded and adopted with no further discussion.

PRESIDENT’S REPORT – President Steve Dorman As *President Dorman had extended regrets and was unable to attend the 21 Oct 2016 university senate meeting, there was no President’s Report.*

PROVOST’S REPORT – Interim Provost Costas Spirou

1. **QUALITY ENHANCEMENT PLAN (QEP) DIRECTOR SEARCH** The Search Committee identified two candidates for campus interviews. Those will be scheduled for October 26 and October 31. Open Forums with each candidate will take place from 3:00-4:30pm in the Peabody Auditorium and all faculty are encouraged to attend. The two candidates are Dr. Ann Mester (Oct. 26) and Dr. Kevin Shropshire (Oct. 31). The candidates' CV's are available in the Office of Institutional Research and Effectiveness which is located in the Harrison House and may be viewed there.
2. **FALL 2016 GC SURVEYS**
 - a. **HERI faculty survey (27 Oct 2016 to 4 Nov 2016)** The Higher Education Research Institute (HERI) Faculty Survey provides institutions with a comprehensive, research-based picture of key aspects of the faculty experience. Since 1989 over 1,100 two- and four- year institutions have used results from this survey to connect faculty practices, values and priorities to institutional success and drive improvement efforts. The HERI Faculty Survey is designed to provide institutions with actionable information on important and timely issues. It includes topics such as pedagogical practices, faculty goals and expectations for students, research and service activities, sources of stress and satisfaction, and the connection between learning in the classroom and practices in the local and global community. Results from the HERI Faculty Survey have been used in strategic planning, faculty recruitment and retention, faculty development activities, assessment and accreditation, and discussions relating pedagogy to student learning experiences.
 - b. **Noel Levitz Student Satisfaction Inventory (will go through 15 Nov 2016)** Successful campuses continuously strive to improve the quality of the student experience. In order to do that, you need to know where to focus your efforts. The Ruffalo Noel Levitz Satisfaction-Priorities Surveys help you pinpoint those challenges and priorities. They allow you to look at your institution inside and outside of the classroom, so you can analyze a wide spectrum of issues that affect the student experience. You'll see a clear picture of what you need to do now to improve student life, learning, and success. The Student Satisfaction Inventory is the national standard in satisfaction assessment and is ideal for traditional-aged undergraduate students.
3. **PROVOST PROGRAMMING** The 2016-2017 Provost Lecture Series aims to recognize faculty scholarship, present colleagues with an opportunity to share their scholarly interests and provide a greater depth and diversity of views while also expanding the intellectual climate on campus.

A Comprehensive Assessment of Secondary Physical Education Teacher Fitness Levels

Kevin Hunt, PhD, Assistant Professor, School of Health & Human Performance

26 Oct 2016 Museum Education Room 12:00pm-1:00pm

Physical education teachers appear to have a powerful influential effect on learners in the instructional environment through the manner in which they model behaviors and practices they espouse. The purpose of this investigation was to 1) Determine fitness levels of Georgia’s

practicing secondary teachers using Fitnessgram9, and 2) Compare those scores against the Fitnessgram9 Healthy-Fitness-Zone standards. The data accumulated provided evidence suggesting that remediation strategies are required to enhance the fitness levels of teachers in Georgia's secondary settings.

4. **GEORGIA COLLEGE LEAP INITIATIVE**: The Liberal Arts Council has been formed as Georgia College is transitioning from LARP (Liberal Arts Renewal Project) to LEAP (Liberal Education and America's Promise, a USG Initiative). One of the goals of the group will be to establish our list/menu of 'transformative experiences' and establish guidelines. It is expected that this work, along with specific recommendations, will be completed by the end of the Fall 2016 academic term. In the Spring 2017 term, we will then begin the implementation phase.

a. Liberal Arts Council Membership:

- 1) Cara Smith, Institutional Research & Effectiveness
- 2) Carolyn Denard, Center for Student Success
- 3) Cynthia Alby, College of Education
- 4) Amy Sumpter, College of Education
- 5) Andy Lewter, Student Affairs
- 6) Dwayne Peterson, Career Center
- 7) Erin Weston, Bridge Scholars
- 8) Heidi Fowler, College of Health Sciences
- 9) James Winchester, College of Arts & Sciences
- 10) Lyndall Muschell, College of Education
- 11) Mary Magoulick, College of Arts & Sciences
- 12) Noland White, College of Arts & Sciences
- 13) Roddran Grimes, College of Education
- 14) Chavonda Mills, College of Arts & Sciences
- 15) Susan Steele, University Senate
- 16) Steve Jones, Faculty Development
- 17) Jeanne Sewell, IDEAS
- 18) Beauty Bragg, Academic Affairs
- 19) Brooke Conaway, College of Business

5. **FALL 2016 CENSUS DATA**

- a. Total Number of Students: 6,915 compared to 6,882 (2015)
- b. Number of Undergraduate Students: 6,047
- c. Number of Graduate Students: 868
- d. Full-time Equivalent (FTE): 6,538
- e. Percent Female: 62.2%
- f. Average Undergraduate Student Age: 20.6
- g. Average Graduate Student Age: 34

6. **NEW PROGRAM APPROVAL PROCESS – USG** At the recent Regents Administrative Committee on Academic Affairs Fall meeting (5 Oct 2016), a new one-step proposal/approval form for degree programs was finalized which will go into effect on 1 Nov 2016. As you know, we have been employing a two-step process: (1) Prospectus, and (2) Proposal, prior to submission to the BOR. Under the new format, institutions will have a choice to submit a new academic program to the BOR office in two ways:

- a. **Concept Paper (Optional)** This allows institutions to seek system input with regard to potential degrees. The Office of Academic Affairs will review and have follow-up conversations with the institution. Such action may result in less work for an institution if the degree program in all likelihood migrates through the approval processes. Please note that an institution can move forward and submit the One-Step New Academic Program Proposal/Approval Form; however, it does not guarantee approval of the full proposal.

- b. **One Step New Academic Program Proposal/Approval Form (Required)** Institutions can choose to bypass the Concept Paper and submit the One-Step Academic Program Proposal/Approval Form.

The substantive change process cannot be employed to approve new degrees originating from a concentration within an already approved degree/major. "Collapsing" three BA degrees (Spanish, French and German) into a BA in Foreign Languages can be a substantive change.

7. **UPCOMING KEY ENROLLMENT MANAGEMENT OUTREACH DATES**

- a. Fall Festival (Annual Faculty & Staff Picnic) - October 20th
b. School Counselor Visit to GC - November 15th

8. **PROMOTION & TENURE TASK FORCE OPEN FORUMS FOR ALL FACULTY**

- a. **Wednesday, 26 Oct 2016 at 3:30pm in the Library Education Room** Some of the topics addressed in previous fora include but are not limited to:

- 1) pre and post tenure review;
2) tenure and promotion as one decision (as opposed to two); and
3) a university level Promotion & Tenure Committee.

Faculty are encouraged to join the conversation.

9. **SPONSORING GC WOMEN LEADERS TO HERS** The Office of the Provost is in the process of receiving applications to sponsor GC women leaders to attend the 2017-2018 Higher Education Resource Services (HERS) Leadership Institute, a distinctive women's leadership development program in higher education. Application deadline: 4 Nov 2016.

10. **ALUMNI WEEKEND** is scheduled for November 4th and 5th.

11. **QUESTIONS?** Interim Provost Spirou invited questions from the floor. There were none.

UNFINISHED BUSINESS: There was no unfinished business.

NEW BUSINESS:

1. **MOTION 1617.CON.002.O (REVISED SLATE OF NOMINEES 2016-2017)** On behalf of the committee, Nicole DeClouette presented the motion *To endorse the revised slate of nominees for the 2016-2017 University Senate officers and committee members as proposed in the supporting documents.*

- a. **SUPPORTING DOCUMENTS** Supporting documentation, accessible in the online motion database, was available for display on the big screen.

- i. *Revised Slate 11 Oct 2016* A pdf file showing the proposed revisions to the memberships of the 2016-2017 university senate and its committees.
ii. *Summary of Revisions to the Membership of the University Senate and Committees 10.3.16* An MSWord file providing a listing of each proposed revision.
iii. *SCoN Bylaws Compliance for 21 October 2016* An MSWord file showing how the proposed slate of nominations complies with all pertinent university senate bylaws.

- b. **CONTEXTUAL INFORMATION** Nicole Declouette indicated that this proposal reflects the proposed revisions to the slate of nominees to the memberships of the 2016-2017 university senate and its committees since the approval of 1617.CN.001.O. The proposed revisions, which were vetted with the Subcommittee on Nominations via email, are provided here.

- i. **Academic Policy Committee (APC)**

- 1) Library Volunteer from Jennifer Harris to Jennifer Townes (September 14, 2016)

Note: The assignments of individuals to committees is what the university senate is being asked to endorse.

- c. **DISCUSSION**

- i. None.

- d. **SENATE ACTION** Motion 1617.CON.002.O was *approved* with no discussion.

2. **MOTION 1617.CAPC.001.C (MASTER OF MUSIC EDUCATION (MMED) - ONLINE DELIVERY)** On behalf of the committee, Lyndall Muschell, CAPC Chair, presented the motion *To recommend a change in delivery format for the Master of Music Education from face-to-face to an online format.*
 - a. **SUPPORTING DOCUMENTS** Supporting documentation, accessible in the online motion database, was available for display on the big screen.
 - i. *MMED Online Delivery Existing Programs Form Fall 2016* An MSWord file providing the proposal for extending online delivery of this existing program.
 - ii. *MMED Existing Program Initial Online Delivery Fall 2016* A pdf file providing the proposal for the initial online delivery of this existing program.
 - iii. *MMED Existing Program Initial Online Delivery Fall 2016* A pdf file providing the signed cover sheet for this proposal.
 - b. **CONTEXTUAL INFORMATION** The proposal is to change the method of delivering the program from face-to-face to online.
 - c. **DISCUSSION** There was one question from the floor.
 - i. Does this mean transitioning to exclusively online? *Yes.*
 - d. **SENATE ACTION** Motion 1617.CAPC.001.C was **APPROVED** with no additional discussion.
3. **MOTION 1617.CAPC.002.C (MASTER OF ARTS IN TEACHING IN MUSIC EDUCATION - NEW PROGRAM PROSPECTUS)** On behalf of the committee, Lyndall Muschell, CAPC Chair, presented the motion *To recommend the addition of a new Master of Arts in Teaching in Music Education as proposed in the supporting document titled MAT Music Education Prospectus SEPT 2016.*
 - a. **SUPPORTING DOCUMENTS** Supporting documentation, accessible in the online motion database, was available for display on the big screen.
 - i. *MAT Music Education Prospectus SEPT 2016* An MSWord file providing the prospectus for this proposed new program.
 - ii. *MAT Music Education Cover Sheet F 2016* A pdf file providing the signed cover sheet documenting review prior to CAPC for this proposal.
 - iii. *MAT Music Education Cover Sheet F 2016 CAPC* A pdf file providing the signed cover sheet documenting review prior to and including CAPC for this proposal.
 - b. **CONTEXTUAL INFORMATION** This is the prospectus (first step of two) for a proposed new program of the Master of Arts in Teaching in Music Education.
 - c. **DISCUSSION** There was one question from the floor.
 - i. Is this prospectus in compliance with the new one step curricular review in USG? *As the new one-step system doesn't officially launch until 1 Nov, proposals such as this one continue with the current two-step Prospectus/Proposal process. That said, representatives of the GC Office of Academic Affairs will confer with the proposers of this program to educate them on the new one-step process and discuss the pros and cons of each option, one-step or two-step.*
 - d. **SENATE ACTION** Motion 1617.CAPC.002.C was **APPROVED** with no additional discussion.
4. **MOTION 1617.CAPC.003.C (MASTER OF EDUCATION WITH A MAJOR IN MIDDLE GRADES EDUCATION)** On behalf of the committee, Lyndall Muschell, CAPC Chair, presented the motion *To recommend a change in name of the Masters of Education in Education with a concentration in Middle Grades Education to a Masters of Education with a major in Middle Grades Education with the program modifications described in the supporting document titled M.Ed. MG Rename Modify Existing Proposal.*
 - a. **SUPPORTING DOCUMENTS** Supporting documentation, accessible in the online motion database, was available for display on the big screen.
 - i. *M.Ed_. MG Rename Modify Existing Proposal* A pdf file providing a summary of the proposed curricular modifications to the program.
 - ii. *M.Ed_. MG Online Delivery of Existing Program Form* An MSWord file providing the proposed modifications to program delivery.

- iii. *M.Ed_. MG Rename Modify Existing Cover Sheet Fall 2016* A pdf file providing the signed cover sheet documenting review prior to CAPC for this proposal.
 - iv. *M.Ed_. MG Rename Modify Existing Cover Sheet Fall 2016 CAPC* A pdf file providing the signed cover sheet documenting review prior to and including CAPC for this proposal.
 - b. **CONTEXTUAL INFORMATION** This motion proposes modifications to the curriculum, method of delivery, and name of this program.
 - c. **DISCUSSION** There was no discussion.
 - d. **SENATE ACTION** Motion 1617.CAPC.003.C was **APPROVED** with no additional discussion.
- 5. **MOTION 1617.CAPC.004.C (MASTER OF ARTS IN TEACHING IN MIDDLE GRADES EDUCATION - CHANGE OF DELIVERY FORMAT)** On behalf of the committee, Lyndall Muschell, CAPC Chair, presented the motion *To recommend a change in delivery format for the Master of Arts in Teaching in Middle Grades Education from face-to-face to an online delivery.*
 - a. **SUPPORTING DOCUMENTS** Supporting documentation, accessible in the online motion database, was available for display on the big screen.
 - i. *MAT MG Proposal Online Delivery of Existing Program* An MSWord file providing the proposed modifications to curriculum and program delivery.
 - ii. *MAT MG Online Delivery of Existing Program Form* An MSWord file providing the proposed modifications to program delivery.
 - iii. *MAT MG Cover Sheet Fall 2016* A pdf file providing the signed cover sheet documenting review prior to CAPC for this proposal.
 - iv. *MAT MG Cover Sheet Fall 2016 CAPC* A pdf file providing the signed cover sheet documenting review prior to and including CAPC for this proposal.
 - b. **CONTEXTUAL INFORMATION** This motion proposes modifications to the curriculum and delivery method of an existing program.
 - c. **DISCUSSION** There was no discussion.
 - d. **SENATE ACTION** Motion 1617.CAPC.004.C was **APPROVED** with no additional discussion.
- 6. **MOTION 1617.CAPC.005.C (MINOR IN WOMEN'S STUDIES NAME CHANGE TO MINOR IN WOMEN'S AND GENDER STUDIES)** On behalf of the committee, Lyndall Muschell, CAPC Chair, presented the motion *To recommend the name change for the **minor in Women's Studies** to the **minor in Women's and Gender Studies**.*
 - a. **SUPPORTING DOCUMENTS** Supporting documentation, accessible in the online motion database, was available for display on the big screen.
 - i. *Name Change Women's Studies Minor Fall 2016* A pdf file providing the proposal to rename the minor and the signed cover sheet documenting review prior to CAPC for this proposal.
 - ii. *Name Change Womens Studies Minor Fall 2016 Cover Sheet CAPC* A pdf file providing the proposal to rename the minor and the signed cover sheet documenting review prior to and including CAPC for this proposal.
 - b. **CONTEXTUAL INFORMATION** The proposal is to change the name of the minor.
 - c. **DISCUSSION** There was no discussion.
 - d. **SENATE ACTION** Motion 1617.CAPC.005.C was **APPROVED** with no additional discussion.
- 7. **MOTION 1617.CAPC.006.C (DEPARTMENT OF MARKETING NAME CHANGE TO DEPARTMENT OF MARKETING AND LOGISTICS)** On behalf of the committee, Lyndall Muschell, CAPC Chair, presented the motion *To recommend the name change for the **Department of Marketing** to the **Department of Marketing and Logistics**.*
 - a. **SUPPORTING DOCUMENTS** Supporting documentation, accessible in the online motion database, was available for display on the big screen.
 - i. *Name Change Marketing Fall 2016* A pdf file providing the proposed name change of the academic unit, in this case a department.
 - b. **CONTEXTUAL INFORMATION** This motion proposes a name change of a department.

- c. **DISCUSSION** There was no discussion.
- d. **SENATE ACTION** Motion 1617.CAPC.006.C was **APPROVED** with no additional discussion.
- 8. **MOTION 1617.CAPC.007.C (ESTABLISHMENT OF THE DEPARTMENT OF PROFESSIONAL LEARNING AND INNOVATION)** On behalf of the committee, Lyndall Muschell, CAPC Chair, presented the motion *To recommend the establishment of the Department of Professional Learning and Innovation.*
 - a. **SUPPORTING DOCUMENTS** Supporting documentation, accessible in the online motion database, was available for display on the big screen.
 - i. *Name Change Proposal to Establish the Department of Professional Learning and Innovation Fall 2016* A pdf file providing the proposed establishment of an academic unit, in this case a department.
 - b. **CONTEXTUAL INFORMATION**
 - i. This motion proposes the establishment of (and not a name change to) a department.
 - ii. The faculty (of the college) decided to establish this department in the College of Education prior to the arrival of the dean in January of 2015.
 - iii. The dean was directed by the provost to proceed with this restructuring request.
 - c. **DISCUSSION** There was one question from the floor.
 - i. What programs will be housed in this department? *It will house the Specialist in Teacher Leadership program, Curriculum and Instruction program as well as educational leadership programs, library media/IT programs, and reading/literacy programs.*
 - d. **SENATE ACTION** Motion 1617.CAPC.007.C was **APPROVED** with no additional discussion.
- 9. **MOTION 1617.CAPC.008.C (ESTABLISHMENT OF THE DEPARTMENT OF TEACHER EDUCATION)** On behalf of the committee, Lyndall Muschell, CAPC Chair, presented the motion *To recommend the establishment of the Department of Teacher Education.*
 - a. **SUPPORTING DOCUMENTS** Supporting documentation, accessible in the online motion database, was available for display on the big screen.
 - i. *Name Change Proposal to Establish the Department of Teacher Education Falll 2016* A pdf file providing the proposed establishment of the academic unit, in this case a department.
 - b. **CONTEXTUAL INFORMATION**
 - i. This motion proposes the establishment of (and not a name change to) a department.
 - ii. The faculty (of the college) decided to establish this department in the College of Education prior to the arrival of the dean in January of 2015.
 - iii. The dean was directed by the provost to proceed with this restructuring request.
 - c. **DISCUSSION** There was no discussion.
 - d. **SENATE ACTION** Motion 1617.CAPC.008.C was **APPROVED** with no additional discussion.

COMMITTEE REPORTS:

- 1. **ACADEMIC POLICY COMMITTEE** (APC) – Carol Sapp
 - Officers: Chair Carol Sapp, Vice-Chair Mike Gleason, Secretary David McIntyre*
 - a. **Meeting** APC met on 7 Oct 2016 from 2:00pm to 3:15pm. The following topics were discussed.
 - i. **Previous Items** Carol J. Sapp provided a review of the highlights of the minutes taken at the APC committee session of the 2016 Governance Retreat, as well as the committee operating procedures adopted at the Governance Retreat.
 - ii. **Admissions**
 - 1) Allison Shepherd, Assistant Director of Admissions at GC, gave an overview of admissions procedures for incoming freshmen: application, fee, two essays unique to GC (specific topics given), ACT or SAT score, High School transcript, resumé, recommendations, demonstrated student interest in GC.

- 2) For transfer students: application and transcripts, 2.5 GPA, more than 30 credit hours (University housing not mandatory in excess of 12 credit hours). Application deadline: Nov. 1.
 - 3) The review process is holistic, taking into account extracurricular activities, work and volunteer experiences, and explores why the student is specifically interested in GC or the Liberal Arts.
 - 4) The review process is major-blind.
 - 5) Allison discussed marketing/ recruitment. The Admissions Office sends out messages to prospective students, emphasizing student research opportunities and highlighting success stories of current and past students.
 - 6) The Committee discussed diversity, international students (including concerns about increased tuition fees).
 - 7) Allison explained the roles of Admissions staff members and their competencies:
 - a) Ramon Blakly (Director);
 - b) Allison Shepherd (Assistant Director; Logistics/ Processing; supervises four staff members);
 - c) Will Brown (Associate Director; based in ATL area, out of state recruitment; supervises two regular recruiters);
 - d) Jessica Gore (Associate Director, based in Milledgeville; recruitment in rural Georgia and Coast);
 - e) Javier Francisco (Associate Director of Enrollment Management, GLIMPSE program, i.e. minority recruitment efforts).
 - 8) In addition to Admissions, the GC Office of Communications also does advertising targeting prospective students.
- iii. **Online Courses** The APC discussed online courses: procedures, resources, plagiarism. Rodica Cazacu reports that her department (Math) is using Proctor U to prevent student cheating (at no fee to students). The Committee decided to invite Jeanne Sewell to one of our upcoming meetings to further discuss issues pertaining to online classes.
- iv. **Future Issues** APC postponed to future meetings deliberation on the following:
- 1) discussion of confidentiality issues (e.g. undergraduate students grading);
 - 2) the issue of whether students can serve on university senate committees (is this a decision that should be made for all university senate committees, not just APC?);
 - 3) the question of how many times a student can attempt courses needed for graduation;
 - 4) how many courses are left to complete a degree when permission is obtained to walk at graduation? (possibility of inviting a member of the Registrar's Office to a future meeting).
- v. **Online Course Issues Invited** An oral invitation was extended to all present at the university senate meeting to submit items of concern related to online courses to APC. The committee has invited Jeanne Sewell, Interim Director of IDEAS, to its 4 Nov 2016 meeting to discuss identified issues related to online courses. Items of concern (issues) may be submitted to Carol Sapp, APC Committee Chair, via email at carol.sapp@gcsu.edu
2. **CURRICULUM AND ASSESSMENT POLICY COMMITTEE (CAPC)** – Lyndall Muschell
Officers: Chair Lyndall Muschell, Vice-Chair Angel Abney, Secretary Josie Doss
- a. **Meeting** CAPC met on 7 Oct 2016 from 2:00pm to 3:15pm. The following topics were discussed.
 - i. **B.S. in Outdoor Education** The proposal to deactivate the B.S. in Outdoor Education was deliberated by the committee. The motion, to send the proposal forward to the University Senate for debate, was made, seconded, and voted on by secret ballot. The result of the

vote is that the proposal to deactivate this program would NOT be sent to the University Senate for debate.

- ii. **Information Items** There were two information items from CAPC included in the consent agenda for this meeting. The interested reader is invited to see the consent agenda above for the details.

- iii. **Announcements and New Business**

- 1) **Online Exam Proctoring** (Shared as an Information Item by Dale Young)-
For the past two summers Georgia College has tested the online exam proctoring service ProctorU. Feedback from the one using department has been positive. Jeanne Sewell, Chavonda Mills, and Dale Young participated in a demonstration of ProctorU September 13. We will review one other similar product on September 29, but GC has not made a formal decision regarding adoption and wide-spread implementation of any product of this nature.

We anticipate creating a course code to use within Banner so there is a formal way to notify students about the possibility that one or more exams in their summer online course could be monitored through an online service.

Given that this is a zero-tuition-increase year, GC is not in a position to consider underwriting a dramatic expansion in usage of this or some other exam proctoring product across campus for use in online summer courses, thus Academic Affairs will need to review any new requests that come in for usage.

- 2) **Guidelines for Submission of Curriculum Changes** Kay Anderson, Dale Young, Costas Spirou, and Lyndall Muschell met on 25 Aug 2016, to discuss the guidelines for submission of curriculum changes and approval process. As a result the attached flow chart *<Note: This flow chart is attached to these minutes as a supporting document.>* was developed. This represents only minor changes from the existing process. The most significant is that new courses, course changes, program or study changes, or changes to existing programs originating at the department level will be sent by the Dean of the unit to the Associate Provost, Registrar, University Senate Presiding Officer, and CAPC Chair.
- 3) **Timing of Graduate Council Meeting** (Impact on Approval Process) Committee members discussed the timing of meeting for Graduate Council and the impact on CAPC. Currently, Graduate Council meets the Friday immediately before the scheduled CAPC meetings. The concern is related to the time sensitive nature of curriculum items - both action items and information items. The current expectation or practice is that the CAPC chair is informed early in the week of the actions taken by Graduate Council and proposal are forwarded for distribution to CAPC members for review in the upcoming Friday meeting. Many proposals are lengthy with nuances based within specific disciplines. Not only do CAPC members need to thoroughly review the proposals, but also it is desirable to have representatives from respective programs to attend the CAPC meeting when that program is reviewed. This review, development of the CAPC agenda, and sharing the agenda with prospective representatives must take place within an extremely short period of time. CAPC's role in the review of curriculum changes is a strong component of shared governance; however, under the existing schedule, this role is extremely hard to fulfill in a timely manner. CAPC proposed that the Graduate Council meetings be scheduled two weeks before CAPC meetings to ensure that CAPC

members have the time necessary to prepare for their meeting. It is our understanding that Graduate Council is presently considering this request.

3. **SUBCOMMITTEE ON CORE CURRICULUM** (SoCC) – Lyndall Muschell for Mary Magoulick
Officers: Chair Mary Magoulick, Vice-Chair Brandon Samples, Secretary Kay Anderson
 - a. **New Area B Sections** SoCC approved two new proposals for GC2Y sections since our last report.
 - i. Dr. Mark Causey's "Culture, Nature, and Empire"
 - ii. Government & Sociology's "Bodies, Borders, and Boundaries"
 - b. **Recent Deliberation** SoCC has been meeting regularly to discuss assessment issues, possible forums for people teaching in Area B, possible training sessions for submitting proposals, new forms for reviewing proposals, and possible changes to other parts of the core.
 - c. **Area B Review** SoCC voted to initiate a process of reviewing sections in Area B that have been taught for at least four years. We are currently working on the forms to begin the process this year with the Provost's Office's approval.
 - d. **Area D Computer Science** SoCC voted to approve a proposal – brought to us by JF Yao (our D3 rep) – that Computer Science (CS) classes be added to the science major portion of Area D. Originally he asked for these CS classes to be added to all of Area D (currently it is only an option for non-science majors), but after discussion with representatives from other areas and the registrar, it was determined that the only students who would have any flexibility to choose those CS sections would likely be Biology majors, so that is the area of the core the CS program hopes to add their courses to. Professor Yao is preparing his proposal to be forwarded to CAPC (on forms they require). He and his department understand that the proposal will have to make it all the way through the governance process and up to the Board of Regents to take effect.
 - e. **Area B Proposals Invited** Please spread the word to qualified faculty that we are ready to review new proposals for Area B sections. Proposals must be reviewed and signed by the faculty member's Chair and Dean before submission to SoCC.
 - f. **SoCC Website** We have streamlined our online presence since last year (to exclusively the website rather than both the website & D2L (Desire to Learn)). We request that faculty now seek all forms and information related to SoCC (including how to propose teaching a section of GC1Y or GC2Y) on our website (through Unify): <https://intranet.gcsu.edu/socc>
4. **EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE** (ECUS) – Chavonda Mills
Officers: Chair Chavonda Mills, Vice-Chair Nicole DeClouette, Secretary Craig Turner
 - a. **Meeting** ECUS met on 7 Oct 2016 from 2:00pm to 3:15pm. The following topics were discussed.
 - i. **Governance Retreat Report**
 - 1) Total Attendees: 66
 - 2) University Senators: 36
 - 3) Others on Committees: 21
 - 4) Guests: 9
 - 5) Retreat Evaluation Survey
 - a) 34 completed survey
 - b) responses posted on website
 - 6) Financial Report
 - a) Rock Eagle \$2077.00
 - b) Printing \$425.90
 - c) Supplies and Materials \$412.19
 - d) Transportation \$373.67

All Retreat Costs \$3288.76
 - ii. **Standing Committee Officer Orientation** was held on Tuesday, Sept 6 with primary foci on navigating the new university senate website and ensuring detailed documentation of standing committee meeting minutes.

- iii. **Committee Operating Procedures** ECUS reviewed their committee operating procedures and adopted them with a few editorial revisions.
- iv. **Meeting with Department Chairs** During their retreat, which was held on Friday, September 30, department chairs were provided with the following university senate updates:
 - 1) Recent Endorsement of facets of the 2016-21 Strategic Plan
 - 2) Standing Committee Composition is being reviewed by committees.
 - 3) CAPC is working with IT, Registrar's Office, and Provost Office to implement an electronic proposal routing process for approvals of proposals.
 - 4) RPIPC is addressing numerous complaints regarding lack of parking for faculty and staff, particularly from the CoE faculty. *Department Chairs voiced similar complaints and added 1) Beeson construction workers parking in faculty spaces, 2) removal of handicap parking from library walkway, 3) need for policy on parking of golf carts, and 4) faculty/staff parking pass fee increase this year.*
 - 5) FAPC is addressing a concern regarding best practices in holding office hours with students. Specifically, should faculty keep their doors open when meeting with students to ensure safety of both parties? *Department Chairs stated that USG has a policy regarding office hours (the policy could not be located). A question regarding policies for virtual office hours was raised considering the increase an online instruction - particularly for graduate programs.*
 - 6) Improving Communication to the University Community – the university senate will publish a monthly newsletter following university senate meetings. *Department Chairs stated their Elected Faculty Senators (EFSs) provide oral reports during department meetings and written reports, if absent from the meeting. Voiced concerns regarding requirements for service as EFS (two years at GC) - senior faculty are hesitant to serve and, if junior faculty don't meet requirements, department chairs must volunteer to serve as EFS.*
 - 7) Should Chairs Council be included formally in university governance? *Department Chairs say NO!*
 - 8) Should Department Chairs be eligible to serve as an EFS? *Department Chairs say YES! (see, for example item vi feedback)*
- v. **Presiding Officer Elect Report**
 - 1) University System of Georgia Faculty Council (USGFC) meeting will take place on Fri 28 Oct 2016 at Darton College.
 - 2) There is one revision to the slate of nominees: Replace Jenny Harris with Jennifer Townes as APC committee member.
- vi. **Items for Routing**
 - 1) Distance Education Policy will be routed to APC to consider proposed revisions to the procedures that supplement the policy.
 - 2) Termination of the Institutional Overlays as a Graduation Requirement will be routed to SoCC to review change and report whether or not change is consistent with the GC unique core and Liberal Arts mission.
 - 3) Faculty/staff parking fee increase and policy on issuing guest parking passes routed to RPIPC.
 - 4) Consider Common Syllabus Statement on Fire Drills be expanded to emergencies other than just fire was routed to APC
- vii. **Review of Tasks Requiring Follow-up from 2015-2016 ECUS Annual Report** Members of ECUS were assigned tasks, some of which emerged as follow-up from the 2015-2016 ECUS Annual Report.

- 1) Susan Steele agreed to draft a report template to assist Standing Committee Chairs (SCC) with reports for ECUS-SCC meetings
 - 2) Craig Turner will review University Senate Bylaws and the PPPM (Policies, Procedures and Practices Manual)
 - 3) Shaundra Walker will follow-up with GC Story Archivist
 - 4) Chavonda Mills will explore establishing a university senate foundation account
 - 5) The University Senate representatives serving on university-wide committees will be required to provide a written or oral report to keep the university senate informed on the activities of the committee on which they represent the university senate.
- viii. **Subcommittee on Nominations Appointments** ECUS made the appointments to SCoN complying to the letter of the minimal membership called for in the university senate bylaws and adhered to the recent practice of appointing the Presiding Officer Elect (Nicole DeClouette) to serve as SCoN chair.
- ix. **University Senate Newsletter** President Dorman will be the Spotlight feature in the first university senate newsletter. There was a recommendation to change the photo on the front page of the draft which was shared with ECUS. Chavonda Mills will work with Terrell Davis (a student) to prepare a draft and then forward the draft for review to both Executive Committee and University Communications.
- x. **University Committees and Task Forces with University Senate Representatives** ECUS reviewed the current vacancies for university senate representatives and recommended strategies, and in some cases nominees, to fill these vacancies.
- xi. **Election Oversight** ECUS voted to approve the apportionment of elected faculty senator positions to academic units and noted there was no change from the apportionment made in 2015-2016.
- xii. **Consent Agenda** A consent agenda is a practice that groups both *routine business items* and *reports* into one agenda item. The consent agenda can be approved in one action, rather than a separate motion for each item. This practice can move routine items along quickly so that there is more time for deliberation of more substantive business. Anticipated contents of the university senate consent agenda are informational items deemed noncontroversial. The executive committee intends to propose the adoption of the practice of using a consent agenda for university senate consideration.
- xiii. **Information Items** included updates on both online exam proctoring and graduate research assistant classification, the migration of each of the eleven university senate email lists xx@list.gcsu.edu to a correspondingly named Office365 distribution group xx@gcsu.edu, an update on the university senate electronic presence, the university senate budget (balance \$1711.24). The interested reader is directed to the minutes of the 7 Oct 2016 ECUS meeting for details.

5. **SUBCOMMITTEE ON NOMINATIONS** (SCoN) – Nicole DeClouette

Officers: Chair Nicole DeClouette, Secretary Craig Turner, No Vice-Chair position for this committee.

- a. **Meeting** SCoN met on 7 Oct 2016 as part of the ECUS-SCC (Standing Committee Chairs) meeting from 3:30pm to 4:45pm. The first two items document SCoN activity while the second two items are provided as an update from the Presiding Officer Elect (Nicole DeClouette) documenting ECUS activity.
 - i. **Slate of Nominees** Revision to the slate. From Jennifer Harris to Jennifer Townes as Library Volunteer to APC.
 - ii. **University Senate Representatives Update** Still in need of a university senate representative to serve on the *Administrative Systems and Banner Advisory Committee*. (During the preparation of these minutes, that position was filled by Renee Fontenot).

- iii. **Apportionment** of elected faculty senators to academic units (colleges, library) is complete. There were no changes from the number of elected faculty senators apportioned to these units last year.
 - iv. **Elected Faculty Senator Election Oversight** Letters will be going out to deans next week via email, to guide the facilitation of elections of successors to *individuals holding elected faculty senator positions with terms ending in April 2017*.
6. **FACULTY AFFAIRS POLICY COMMITTEE** (FAPC) – Alex Blazer
Officers: Chair Alex Blazer, Vice-Chair Tom Toney, Secretary David Johnson
- a. **Meeting** FAPC met on 7 Oct 2016 from 2:00pm to 3:15pm. The following topics were discussed.
 - i. **Faculty Credentials** Following up on last year’s committee discussions regarding the credentialing of faculty with international degrees, Jason Wynn from the International Education Center presented how the credentialing process works in general and with students in particular. Committee member Carrie Cook reported on her conversation with Interim Provost Spirou regarding how the faculty credentialing process works in Academic Affairs. While a concern was raised about using the for-profit credentialing agency Joself Silny, most of the committee’s questions were answered, the committee tabled the discussion.
 - ii. **Tenure and Promotion Task Force** FAPC representatives on the Tenure & Promotion Task Force, Ryan Brown and David Johnson, reported that the task force is hosting a series of six open forums on their listening tour, some are still to come with the last one being 26 Oct 2016. Watch for event details in Front Page.
 - iii. **Parking** A concern was raised regarding the parking situation, which negatively affects faculty ability to do their jobs, and it was noted that two FAPC members, Alex Blazer and Tom Toney are university senate representatives on the Parking & Transportation Advisory Committee (PTAC). They are eager to voice concerns and propose solutions when PTAC holds its first meeting of the semester.
 - iv. **Student Opinion Surveys** Following up on last year’s committee discussion regarding the long SRIS/IDEAS form, FAPC Chair Alex Blazer has begun reviewing the short form of this evaluation instrument and the full committee will discuss this topic at its next meeting.
 - v. **Peer Teaching Evaluations** Following up on Provost Brown’s request that the committee look into peer teaching evaluations, Chair Alex Blazer has researched models and found that universities have a range of peer teaching evaluation policies and the full committee will discuss this issue at its next meeting.
 - vi. **Next Meeting** Finally, the committee will discuss two items that it did not have time to discuss at its last meeting: Provost Brown’s February memo to Deans and Directors and faculty rights and responsibilities while off-contract.
7. **RESOURCES, PLANNING AND INSTITUTIONAL POLICY COMMITTEE** (RPIPC) – Jan Hoffmann Clark
Officers: Chair Jan Hoffmann Clark, Vice-Chair Susan C. Allen, Secretary Emily Gomez
- a. **Meeting** RPIPC met on 7 Oct 2016 from 2:00pm to 3:15pm. The following topics were discussed.
 - i. **Parking** We had a spirited conversation on parking and were grateful to welcome guests Tom Toney (Both he and Alex Blazer serve as university senate representatives on the Parking and Transportation Advisory Committee), Greg Brown (Director of Auxiliary Services), and John Bowen (Senior Manager, Parking and Transportation Services) to inform this conversation.
 - 1) **Reaffirmation of 2006 Parking Policy** In our committee research on parking, a component of the parking policy from 2006 that guides the allocation of parking spaces AND is not presently explicit in the Policies, Procedures and Practices Manual has been discovered. Our intent is to bring this component to the university

senate in the form of a parking policy motion for reaffirmation. I'd like to share with you two passages from this component to give you an idea of its contents.

- a) *Parking in the heart of the main campus is primarily set aside for faculty and staff, although a premium should not be charged for these spaces. These groups have the greatest need to be closest to the academic and administrative buildings on campus, and accommodation should be made to permit employees to leave campus for work-related trips and yet be able to find parking when they return without costing the state additional money by spending time looking for parking.*
- b) *Upper class resident students and commuter students should be permitted to voluntarily upgrade (for a fee) to more convenient parking locations while not having a negative impact on space needed for employees.*

2) **Concerns** A number of parking concerns were articulated.

- a) A perceived increase in special permit spaces
- b) Many employee spaces in the Peabody Lot filled by Beeson construction worker vehicles and inadvertent student vehicles.
- c) The loss of disability spaces and all parking in the Library Circle Lot
- d) Increase in annual parking fee for employees from \$80 to \$100
- e) Losing 50-60 employee parking spaces in the Kilpatrick Lot in Summer 2015, and since then regaining only 25 employee parking spaces, some of which may have been lost to special permit spaces.

b. **Invitation for Parking Concerns** Jan Clark requested that parking concerns from any member of the university community be emailed to her at jan.clark@gcsu.edu to inform ongoing RPIPC deliberation on parking. University Senators were asked to extend this invitation to their constituencies.

c. **Questions**

- i. What notifications were provided to employees of the increase in annual parking fee from \$80 prior to 2016-2017 to \$100 for 2016-2017?

Answer from the floor: There was one item in a FrontPage Email Digest last spring.

John Bowen said he would look into this.

RPIPC will be following up on this as well.

8. **STUDENT AFFAIRS POLICY COMMITTEE** (SAPC) – Heidi Fowler

Officers: Chair Heidi Fowler, Vice-Chair Ben McMillan, Secretary Simplice Tchamna-Kouna

a. **Meeting** SAPC met on 7 Oct 2016 from 2:00pm to 3:15pm. The following topics were discussed.

- i. **Request Steered to Appropriate Committee** SAPC discussed the faculty request that we received. SAPC received notification from a faculty member requesting that the committee review two items of business:

- 1) the use of program fees and tuition for GC study abroad programs and
- 2) if employees can/should be “forced” to sign confidentiality agreements (with regard to the study abroad program).

As a committee, it was decided that the request was not appropriate for our committee to handle. Therefore, this request was brought to the 7 Oct 2016 meeting of Executive Committee with Standing Committee Chairs for further review. During this review, these items were steered to ECUS for review and action, if necessary.

b. **Next Meeting** Our 4 Nov 2016 meeting is tentative – we have no agenda items at this time.

9. **STUDENT GOVERNMENT ASSOCIATION** (SGA) – Laura Ahrens

Officers: President Laura Ahrens, Vice President Terrell Davis, Secretary Gabrielle Aladesuyi, Treasurer Charlie Faber

a. **Non-discrimination** SGA recently passed an amendment to add a non-discrimination clause to the SGA Constitution, which was also approved by the student body through a referendum. The inclusion of a non-discrimination clause in the SGA Constitution is in line with a larger Campus

Life qualification that all Recognized Student Organizations (RSOs) include a non-discrimination statement in their constitutions as appropriate.

- b. **New Committees** SGA has implemented two new committees this semester to focus in on specific areas/ departments around campus: “Safety & Wellness Committee” and “Diversity & Inclusion Committee.”
- c. **Safety and Parking** SGA is continuing to address student concerns in regard to safety, specifically with the addition of safety enhancements around campus parking lots and on the outskirts where new apartment complexes that house students have been erected.
- d. **Academics** In regard to academics, SGA is working on evaluating the current midterm grade process and policy as well as evaluating undergraduate pre-professional program advising.

ANNOUNCEMENTS: There was one announcement.

1. **STATE CHARITABLE CONTRIBUTIONS CAMPAIGN** – Lindy Ruark and Rob Sumowski
 - a. Thank you for making time for us to meet with you today. On September 6th, Dr. Dorman sent an email to faculty and staff to kick-off the Georgia State Charitable Contribution Program (GA SCCP) for 2016. In that email he reminded us that the GA SCCP is an opportunity for each of us to be an instrument of positive change. The theme for the 2016 SCCP is *Unity, Hope, Desire: Making Dreams a Reality* and Dr. Rob Sumowski and I are co-chairs for this year’s campaign.
 - b. When I think about giving I think about a quote from Mayo Angelou: *I’ve learned that you shouldn’t go through life with a catcher’s mitt on both hands. You need to be able to throw something back.* And that thought is what sticks with me as I think about the SCCP. This is an opportunity for GC employees to throw something back – to support an organization or cause that is important to you personally.
 - c. The SCCP has over 1350 organizations where you can make a difference.
 - d. For as little as \$1.00, you can be involved in the SCCP. As an example, one of our custodians contributed \$2.00 to St. Jude because she was helped by St. Jude when her son was born.
 - e. GC has approximately 1245 employees and last year only 266 participated in the SCCP. Dr. Sumowski and I think we can do better.
 - f. If you prefer a paper form to online participation (<http://www.gasccp.org/>), we can accommodate you. Please contact either Rob Sumowski or Lindy Ruark to request a paper form.
 - g. Advantages of participating:
 - 1) GC does not have organizations on campus asking for donations throughout the year.
 - 2) Your donation can be made by using payroll deduction or making a one-time donation.
 - 3) Your donation is tax deductible.
 - 4) Organizations have gone through a screening process by the SCCP.
 - 5) You can donate to the Georgia College Foundation and choose the exact account or scholarship you want the donation to go to.
 - 6) You’d be eligible to be the recipient of a bagel & coffee/drink from weekly random drawing.
 - 7) You will receive a cool sign/ certificate to show that you participated.
 - 8) At the end of the campaign, we will have breakfast for participating donors with one of the random prizes being two tickets to the Georgia Aquarium.

OPEN DISCUSSION: There were no topics of open discussion.

ADJOURN:

1. **ATTENDANCE AND THE SIGN-IN SHEET** Chavonda Mills requested that each individual present at the meeting sign the university senator attendance sheet or guest sign-in sheet on their way out if they hadn’t already signed in.
2. **MOTION TO ADJOURN** As there was no further business, a motion to adjourn was made, seconded, and approved. The meeting was adjourned at 4:34 p.m.

SUPPORTING DOCUMENTS:

1. The document *ApprovalFlowChart_CAPC-Supp-Doc* (MSWord and pdf formats) is a supporting document referenced in the CAPC report.