

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

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

PRESENT (40) Susan C. Allen, Kay Anderson, Alex Blazer, Robert Blumenthal, Louis Bourne, Kelli Brown, Hauke Busch, Rodica Cazacu, Jolene Cole, Steve Dorman, Josie Doss, Renee Fontenot, Heidi Fowler, Emily Gomez, Will Hobbs, Jan Hoffmann Clark, David Johnson, Min Kim, Bradley Koch, Mary Jean Land, Juan Ling, Catrena Lisse, Altimease Lowe, Mary Magoulick, Ben McMillan, Chavonda Mills, Lyndall Muschell, Christine Mutiti, Amy Pinney, Joanne Previts, Barbara Roquemore, Claire Sanders, Carol J. Sapp, Evita Shinholster, Susan Steele, John R. Swinton, Ashley Taylor, Craig Turner, Tom Toney, Shaundra Walker.

ABSENT (1) Kevin Morris.

REGRETS (9) Laura Ahrens, Nicole DeClouette, Millicent Dempsey, Kristy Johnson, Daniel McDonald, David McIntyre, Stephanie Opperman, James J. Winchester, J.F. Yao.

GUESTS (13)

First Name	Last Name	2016-2017 Committee	Description Role on University Senate or Postion at the University
Angel	Abney	CAPC	<i>Associate Professor of Mathematics Education</i>
Kayla	Argo	None	<i>Student</i>
John	Bowen	None	<i>Senior Manager, Parking and Transportation Services</i>
Beauty	Bragg	None	<i>Professor, English & Rhetoric</i>
Scott	Butler	None	<i>Associate Professor, Health and Human Performance</i>
Jesse	Chapman	None	<i>Student</i>
Charles	Chesbro	None	<i>Student</i>
Billy	Copeland	None	<i>Assistant Director, Outdoor Center</i>
Shea	Council	None	<i>Administrative Assistant to the University Senate</i>
Calvin	Crisler	None	<i>Student</i>
Angelo	Criscoe	CAPC	<i>Assistant Professor, Mass Communication</i>
Mandy	Demetriou	None	<i>Student</i>
Carolyn	Denard	APC	<i>Associate Vice President for Student Success</i>
Jeff	Dowdy	CAPC	<i>Graduate Librarian</i>
Faith	Farber	None	<i>Student</i>
Lee	Gillis	None	<i>Chair and Professor, Psychological Science</i>
Lisa	Griffin	None	<i>Director, School of Health and Human Performance</i>
Christopher	Hofacre	None	<i>Student</i>
Lanie	Jordan	None	<i>Student</i>
Monica	Ketchie	FAPC	<i>Assistant Professor, Nursing</i>
Samantha	Mitts	None	<i>Student</i>
Joe	Peters	None	<i>Dean, College of Education</i>
Holley	Roberts	None	<i>Chair, Teacher Education</i>
Sadie	Simmons	None	<i>Compliance/ Policy Officer</i>
John M.	Sirmans	None	<i>Parliamentarian of the 2016-2017 University Senate</i>
Liz	Speelman	None	<i>Director, Outdoor Center</i>
Costas	Spirou	None	<i>Interim Associate Provost</i>
Olivia	Steimle	None	<i>Student</i>
Jeff	Turner	SoCC	<i>Professor and Coordinator, Outdoor Education</i>
Carol	Ward	None	<i>Associate Director, Human Resources</i>
Amy	Whatley	None	<i>Assistant/Associate Director, Div/Dept AD, Wellness Center</i>

CALL TO ORDER: Chavonda Mills, Presiding Officer of the 2016-2017 University Senate, called the meeting to order at 2:01 p.m.

CONSENT AGENDA:

***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 consent agenda was available as an item of business listed on the meeting agenda and read as follows.

Changes in Existing Programs

1. **BA in Political Science, Senior Capstone** A modification was made to the Bachelor of Arts degree in Political Science. The senior capstone is a 3 hour requirement. The faculty requested the removal of the internship (POLS 4960 Internship and/or Cooperative) as a capstone option.
2. **BA in English, Literature Concentration: Upper Division Course Requirements** After a review of the upper-division curriculum, the undergraduate Literature Program found limitations with its major requirement categories, both in terms of student exposure to important areas of literary study and in terms of offering a range of courses for degree progress. A proposal was submitted and approved, effective Fall 2018, which exposes students to a better range of literary areas, including national and multicultural literatures, and also affords students a broader range of options for the degree.
3. **BA in English, Creative Writing Concentration: Changes to the Three Courses** The “Three Courses from the Following” Major Requirement of the BA in English, Creative Writing Concentration must be updated based upon the approval of the new and retitled undergraduate ENGL literature courses, effective Fall 2018.
4. **Discontinuation of MBA Program Delivery at Robins Air Force Base (RAFB)** The College of Business will no longer offer the MBA in a face-to-face mode at RAFB. This is a modification of location only; the College of Business will continue to offer the MBA degree. Effective Date: Fall 2017 – no new admits to the face-to-face MBA program at RAFB after fall 2017. Teach-out of currently enrolled and to-be-enrolled students is expected to take at least five semesters.
5. **MMIS** Change the admission waiver policy (GMAT or GRE) from AACSB institution to AACSB and/or ABET institutions.
6. **MSLCM** Change the admission waiver policy from 3.5 GPA and AACSB institution to 3.15 GPA and AACSB institution.
7. **MBA** Create an admission waiver policy of 3.15 undergraduate GPA and AACSB institution.

Change in Credit Hour Range

8. **CHEM 2999** The credit hour range was changed from 1-4 credit hours to 0-4 credit hours.
9. **PHYS 2999** The credit hour range was changed from 1-4 credit hours to 0-4 credit hours.

Change in Catalog Description and Academic Profile

10. **ENGL 4440** In order to expose literature students to both modern and contemporary drama, the Literature Program of the Department of English & Rhetoric has made the following changes:
 - i. catalog description of ENGL 4440 Modern Drama from “a study of selected modern plays in English” to “a study of selected modern and/or contemporary plays,” and
 - ii. The academic profile of the course such that whenever the phrase “modern drama” appears it is replaced with “modern and/or contemporary drama.”
11. **ENGL 4446** In order to expose literature students to both modern and contemporary poetry, the Literature Program of the Department of English & Rhetoric has made the following changes:

- i. the catalog description of ENGL 4446 Modern Poetry from “a study of selected modern poetry in English” to “a study of modern and/or contemporary poetry,” and
 - ii. the academic profile of the course such that whenever the phrase “modern poetry” appears, it is replaced with “modern and/or contemporary poetry.”
12. **ENGL 4110/5110** On March 10, 2010, after being approved by the Department of English & Rhetoric and Chair Whitaker as well as the College of Arts & Sciences Curriculum & Instruction Committee and Dean Procter, Provost Jordan approved changing the academic profile of ENGL 4110 Literary Criticism and 5110 Literary Criticism to an in-depth study of one to three critical theories. However, the subsequent catalog description was not amended. The revised catalog description should read: “A focused study of one or two methodologies of literary criticism.”

Course Name Change

13. **ENGL 4555** The Literature Program of the Department of English & Rhetoric has changed the title of ENGL 4555 American Literature 1865 to 1920 to ENGL 4555 American Realism.

New Courses

14. **BIOL 3810** This course provides an overview to botanical concepts including the biology of the plant cell, energetics (photosynthesis and respiration), plant structure and development, physiology (growth and development, nutrition, water relations), along with a consideration of ecology, systematics, and evolution.
15. **ENGL 4224** A study of selected works of poetry and prose from the Renaissance period in England, continental Europe, and explorations of the Americas.
16. **ENGL 4229** A study of dramatic literature from the Elizabethan and Jacobean periods in England.
17. **ENGL 4450** A study of literature and film by and about women from a global perspective and from perspectives of women’s and gender studies.
18. **ENGL 4540** A study of selected American literature from 1800-1865.
19. **ENGL 4660** A study of early twentieth-century American literature.
20. **ENGL 4675** A study of contemporary American literature.
21. **ENGL 4775** A study of the interconnections between folklore and literature and how they influence each other, from a global perspective.
22. **ENGL 4810** A study of film and film theory.
23. **ENGL 4820** A study of selected texts by Jane Austen in comparison with film adaptations of Austen’s work.
24. **ENGL 4910** Special studies in topics in American literature. This course is repeatable for credit.
25. **ENGL 4915** Special studies in topics in British literature. This course is repeatable for credit.
26. **ENGL 4920** Special studies in topics in pre-1800 literature. This course is repeatable for credit.
27. **ENGL 4925** Special studies in topics in post-1800 literature. This course is repeatable for credit.
28. **ENGL 4530** A study of selected American literature before 1800.
29. **THEA 1207** The third of a three-course certificate program designed specifically to provide students with a basic and advanced level of on-set grip rigging skills, knowledge and experience with film industry standard organizational structure, professional equipment, and on-set procedures in grip rigging.
30. **THEA 1307** The third of a three-course certificate program designed specifically to provide students with a basic level of on-set film set construction skills, knowledge and experience with film industry standard organizational structure, professional equipment, and on-set procedures in set construction.

University Senate Housekeeping Matters

31. University Senate Meeting Agenda (04/21/2017)
32. University Senate Minutes (03/17/2017)

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

AGENDA: The agenda for this meeting was approved as circulated as item 31 of the consent agenda.

MINUTES: The minutes of the 17 Mar 2017 university senate meeting were *approved as circulated* as item 32 of the consent agenda.

PRESIDENT'S REPORT – President Steve Dorman

1. **FY 2018 BUDGET** At the recent USG BoR meeting in Brunswick, the Board approved a 2% increase to undergraduate tuition for all institutions. This percent increase applies to both in-state students and out-of-state students. The FY 2018 formula generated \$66.7 million in new funding for instruction for the system. Georgia College will receive approximately \$3.3M in new state funds, to include the following:
 - \$1.4M in enrollment earnings (to offset required institutional funding needs in benefits and merit, in addition to new funding needs across campus—once the budget is formally approved in May, additional detailed information will be presented to the campus.)
 - *\$219K to support health insurance increases and related fringes
 - *\$870K to support the 2% merit increases and related fringes
 - *\$814K to support increases in the teachers retirement system-institutional match
 - *\$121K increase to support increase in square footage (maintenance & operations)
 - \$(40K) reduction in DOAS premium changes (building, auto, liability and workers comp insurance)
 - \$(67K) partial reduction for prior year one-time funding increase for health insurance premiums.

* *denotes not being fully funded by the formula funding*

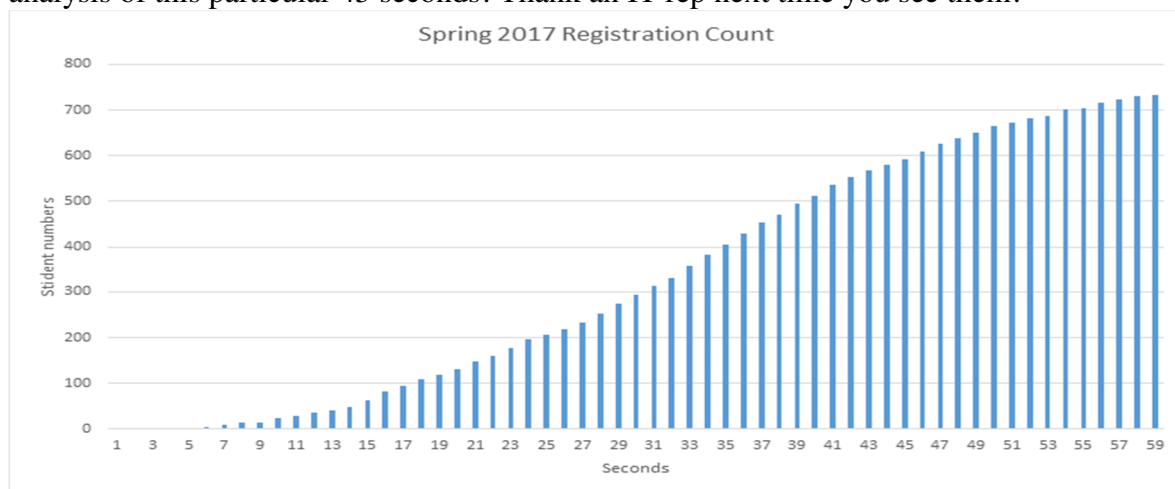
Additionally, we received \$2.7M in Special Initiative funding to support the new Georgia Center for Early Language and Literacy.

2. **NEW CHIEF OF POLICE FOR GC** Mr. Don Challis has accepted the position of Chief of Police and Director of Public Safety at Georgia College and will begin work on Monday, 24 Apr 2017. Mr. Challis comes to us with almost 30 years of college policing experience, including 11 years as Chief of Police at William & Mary, and most recently, 3 years as Assistant Vice President for Safety and Security at South Dakota State University. Don's proven leadership abilities and extensive experience will help strengthen our procedures, policies, and the strategic direction in this critical support area. Please help me welcome Don Challis to Georgia College. Thanks to Susan Allen and to the search committees who were able to bring this search to a conclusion.
3. **COMMENCEMENT** I hope you all will join me for our Graduate Commencement Ceremony on Friday, 5 May 2017, at 7:00 p.m. in the Centennial Center. Our speaker will be Mr. Michael Garrett who is a graduate of GC and a member of the Foundation Board. The Undergraduate Commencement Ceremonies will be on Saturday, 6 May 2017, at 9:00 a.m. and 2:00 p.m. in the Centennial Center. Our speaker for that graduation will be Dr. Cedric Howard, VP for Student Affairs at SUNY Fredonia. Dr. Howard is also a GC graduate. Receptions will follow each ceremony for you to mingle with the graduates and their families.
4. **FACULTY FRIDAY** Please join me for Faculty Friday this afternoon at 4:30 in the Leland Gallery in Ennis Hall. I look forward to hearing about your semester and your plans for the summer.
5. **LEGISLATIVE SESSION/CAMPUS CARRY** As you have heard, the Georgia General Assembly passed a bill that would allow campus carry with some limits/exemptions. The bill is on the Governor's Desk for consideration. Should he sign the bill, we will be provided extensive/specific guidelines for the implementation of what would be a new law that would go into effect 1 July 2017. Please remain alert for any future announcements about this.
6. **SPRING/SUMMER UPCOMING FACILITY MOVES** Over the next few months several units will be moving in to new spaces at the university. Many of these moves will happen over the summer so we wanted you to be aware of them. While some of these moves involve repairs to existing structures others are a result of our work to strategically align and optimize the effectiveness and efficiencies of our facilities to best meet our institutional needs. To help address this initiative, we are slated for the following late spring/summer moves across campus.

Building		Date		Departments
From	To	Start	Finish	
Library	A&S	24-Apr	26-Apr	CTL
A&S	Library	10-Jul	12-Jul	CTL
Watts	Mayfair	17-May	24-May	Admissions
Parks Hall	Mayfair	17-May	24-May	Admissions VP (3)
Clarke St House	McIntosh	17-May	24-May	Live Healthy Baldwin (2), Graduate Admissions (2)
Terrell	McIntosh	17-May	24-May	Honors (2)
White House	McIntosh	17-May	24-May	Univ. Historian (1)
Downtown 127				
Hancock	Watts House	1-Jun	7-Jun	Univ. Communications
Terrell Hall	*Beeson	1-Jul	15-Jul	
Vinson	Summerlin	15-Jul	TBD	Univ. Advancement
N/A	Clarke St.	TBD	TBD	Literacy Program

*Physics offices and labs (not teaching labs or the main office), Philosophy and Liberal Studies, World Languages and Cultures, Geography, Mass Communications and The Center for Program Evaluation and Development.

7. **THANKS TO IT** Many times we don't think a lot about IT until something goes wrong. Recently I came across this factoid that made me thankful for the work IT does in the background. During our recent registration 593 students registered in 45 seconds! Amazing! See the chart below for a second by second analysis of this particular 45 seconds! Thank an IT rep next time you see them!



8. **QUESTIONS** were invited from the floor. There was one question.
Question Should we be contacting the Governor about the campus carry legislation on his desk?
Response Allow me to preface my remarks by making it clear that I am not telling you what to do.
- You may consider contacting the Governor as a citizen. I will be contacting the Governor as a citizen (and not as university president) to express my personal views on the legislation.
 - While you certainly can mention that you are a student, a professor, or a university employee, don't use your university email address or university letterhead to share your position as this violates

USG policy and be clear that you are communicating as a citizen and not as a representative of the university or USG.

- c. If you are inclined to contact the Governor, I suggest you consider reviewing his campus carry veto from last year's legislative session – there is some good content there.
- d. Allow me to reiterate that I am not telling you what to do.

PROVOST'S REPORT – Provost Kelli Brown elected not to provide an oral report, yet submitted the following report in writing for inclusion in the meeting minutes.

1. **COMMENCEMENT**

- a. **Graduate Commencement Ceremony** Fri, 5 May 2017, in the Centennial Center at 7:00 p.m.
- b. **Undergraduate Commencement Ceremonies** Sat, 6 May 2017 in the Centennial Center at
 - i. 9:00 a.m. (Arts and Sciences) and
 - ii. 2:00 p.m. (Business, Education and Health Sciences)
- c. **Counts** There are approximately 375 graduate students graduating and a little over 1000 undergraduate students graduating. As always an exciting time for students and their family and friends. Please participate if you can.
- d. **Receptions** will follow each ceremony for you to mingle with the graduates and their families.

RECOGNITIONS:

1. Chavonda Mills noted that certificates of recognition were signed by President Dorman and awarded for participating in shared governance to three groups of individuals who
 - a. serve on a senate committee who are not also university senators – called “volunteers”
 - b. are completing their term of service as a university senator – called “senators completing terms,” and
 - c. serve as a committee officer, university senate officer, or serve on Executive Committee – called “leaders.”
2. Volunteers received their certificates at the 31 Mar 2017 meetings of committees;
3. Senators completing terms and leaders received their certificates at this meeting. President Dorman was invited to assist in distributing certificates. Chavonda Mills read the names of those being recognized while President Dorman awarded the certificates of recognition. Senators completing terms and leaders who were not present will have their certificates hand delivered at a later date.
 - a. Senators Completing Terms meriting recognition include the following.
 - i. **SELECTED STUDENT SENATORS** Altmease Lowe and Laura Ahrens.
 - ii. **SELECTED STAFF SENATORS** Millicent Dempsey, Kristy Johnson, Daniel McDonald, Evita Shinholster.
 - iii. **PRESIDENTIAL APPOINTEES** Susan C. Allen (RPIPC), Kay Anderson (CAPC), Robert Blumenthal (FAPC), Kevin Morris (SAPC), and Min Kim (APC).
 - iv. **ELECTED FACULTY SENATORS** Louis Bourne (CoAS), Nicole DeClouette (CoE), Josie Doss (CoHS), Renee Fontenot (CoB), Heidi Fowler (CoHS), Bradley Koch (CoAS), Mary Jean Land (CoAS), David McIntyre (CoB), Ben McMillan (At-Large), Barbara Roquemore (CoE), Claire Sanders (CoAS), Susan Steele (CoHS), and Shaundra Walker (Library).
 - b. Leaders meriting recognition include the following.
 - i. **ADMINISTRATIVE ASSISTANT** Shea Council.
 - ii. **PARLIAMENTARIAN** John Sirmans.
 - iii. **COMMITTEE OFFICERS**
 - 1) **APC** Carol Sapp (Chair), Mike Gleason (Vice-Chair), David McIntyre (Secretary).
 - 2) **CAPC** Lyndall Muschell (Chair), Angel Abney (Vice-Chair), Josie Doss (Secretary).
 - 3) **ECUS** Chavonda Mills (Chair), Nicole DeClouette (Vice-Chair), Craig Turner (Secretary).
 - 4) **FAPC** Alex Blazer (Chair), Tom Toney (Vice-Chair), David Johnson (Secretary).
 - 5) **RPIPC** Jan Clark (Chair), Susan Allen (Vice-Chair), Emily Gomez (Secretary).
 - 6) **SAPC** Heidi Fowler (Chair), Ben McMillan (Vice-Chair), Simplice Tchamna (Secretary).
 - 7) **SCoN** Nicole DeClouette (Chair), Craig Turner (Secretary).

- 8) SoCC Mary Magoulick (Chair), Brandon Samples (Vice-Chair), Kay Anderson (Secretary).
- iv. EXECUTIVE COMMITTEE MEMBERS Costas Spirou (Interim Provost Fall 2016), Provost Brown (Spring 2017), President Dorman, Nicole DeClouette (CoE), Chavonda Mills (CoAS), Susan Steele (CoHS), John R. Swinton (CoB), Craig Turner (CoAS), and Shaundra Walker (Library).
- v. UNIVERSITY SENATE OFFICERS Chavonda Mills (Presiding Officer), Nicole DeClouette (Presiding Officer Elect), and Craig Turner (Secretary).

MEETING ETIQUETTE REVIEW: Presiding Officer Chavonda Mills provided the following contextual information pertaining to university senate meeting etiquette as a preface to the deliberation on motions.

1. Meeting Etiquette

Etiquette

- 1. *Senators must be recognized by the presiding officer before speaking.*
- 2. *Senators should not interrupt whoever has the floor.*
- 3. *Senators should limit their remarks to five minutes.*
- 4. *Senators may begin debate of a motion or question once it has been presented to the assembly and clearly restated by the chair.*
- 5. *During debate, a senator recognized to speak by the presiding officer should direct all comments to the presiding officer rather than address other Senators directly.*
- 6. *Senators should not attack or question the motives of another Senator, but restrict their comments to the merits of the motion or topic at hand.*
- 7. *No member should speak twice to the same issue until everyone else has had the opportunity to speak on the issue.*

Procedural Guidelines

- 1. *Motions, questions, and other agenda items are merely recommendations for consideration by the assembly to adopt or accept at the discretion of the senators present.*
- 2. *Anytime before a motion or question is restated by the presiding officer, its maker may suggest modifications or withdraw the motion or question without consent of the senator who seconded it.*
- 3. *Senators should restrict their remarks to the current motion, question, or issue before the assembly.*

2. Pertinent University Senate Bylaw

I.Section2. *Additional.* *The University Senate exists to promote and implement effective shared governance at the university. It is expressly charged with recommending academic and institutional policy. In addition to its policy recommending responsibility, the University Senate serves in an advisory role to the administration, particularly in the implementation of policy or improvement of processes that have broad institutional impact or implications, including but not limited to planning and budgetary processes. The University Senate strives to be mindful and respectful of matters that are more appropriately handled at the divisional, college, and department levels, but may make recommendations concerning matters within these areas that have broader institutional impact or implications.*

UNFINISHED BUSINESS: There was no unfinished business.

NEW BUSINESS:

- 1. **MOTION 1617.EC.001.B (BYLAWS AMENDMENT: SUBCOMMITTEE ON THE CORE CURRICULUM MEMBERSHIP)** On behalf of the committee, Chavonda Mills, ECUS Chair, presented the motion *To modify the University Senate bylaws from:*
V.Section2.D.1.a. Membership.
At least three (3) voting members of the subcommittee shall be elected faculty senators and all voting members must be selected from the Corps of Instruction faculty.

to:

At least two (2) voting members of the subcommittee shall be elected faculty senators and all voting members must be selected from the Corps of Instruction faculty.

- a. **SUPPORTING DOCUMENTS** Supporting documentation, accessible in the online motion database, was available for display on the big screen.
 - i. *Rationale for proposed revision* A pdf file providing the rationale for the proposed revision.
 - b. **CONTEXTUAL INFORMATION** Chavonda Mills provided the following contextual information.
 - i. There is a tension between the number of elected faculty senators (EFS) and the number of elected faculty senator positions on committees. In recent years, at least one elected faculty senator has had to serve on two committees in order to meet committee composition requirements in the university senate bylaws pertaining to elected faculty senators. Currently Mary Magoulick is serving on both CAPC and SoCC. Decreasing the required number of elected faculty senators on SoCC by one will partially relieve this tension.
 - ii. It is worth noting that the proposed revision complies with Bylaw V.Section2.A.3.a that requires at least two university senators to serve on permanent subcommittees.
 - iii. This is the second reading of this motion as required in the following university senate bylaw. This motion had its first reading at the 17 Mar 2017 university senate meeting.

VI.Section 3. Non-editorial Revisions. Motions regarding non-editorial revisions of these bylaws shall receive consideration at two consecutive regular meetings of the University Senate. At the first of these meetings, the motion shall receive a first reading wherein it is introduced by the Executive Committee in compliance with VI.Section2 and debated by the University Senate but may not be voted on. At the conclusion of this first reading, the motion must be postponed to the next regular meeting of the University Senate. At this next meeting, the motion shall receive a second reading wherein it shall receive disposition. Adoption of the motion shall occur with a two-thirds majority of those casting votes favoring adoption and upon approval of the University President.
 - c. **DISCUSSION** There was no discussion.
 - d. **SENATE ACTION** Motion 1617.EC.001.B was **APPROVED** with no additional discussion by a show of hands vote (24 ayes and 0 nays thus 100% of those casting votes favored adoption meeting the two-thirds majority of those casting votes threshold in the pertinent bylaw highlighted above).
2. **MOTION 1617.APC.001.O (AMENDMENT OF EMERGENCY PROCEDURES)** On behalf of the committee, Carol Sapp, APC Chair, presented the motion *To amend the statement on emergency procedures in the supporting document entitled "Amendment of Emergency Procedures" as a required common syllabus statement.*
- a. **SUPPORTING DOCUMENTS** Supporting documentation, accessible in the online motion database, was available for display on the big screen.
 - i. *Amendment of Emergency Procedures* An MSWord file providing the proposal details.
 - b. **CONTEXTUAL INFORMATION**
 - i. This motion had been considered at the 17 Mar 2017 meeting of the university senate at which time it was committed (sent back to APC) for further review and clarification. The interested reader is referred to the minutes of the 17 Mar 2017 university senate meeting for additional details on the previous deliberation of this motion.
 - ii. The proposal is to add the sentence in bold print to the required statement on fire drills.

*Fire drills will be conducted annually. In the event of a fire alarm, students will exit the building in a quick and orderly manner through the nearest hallway exit. Learn the floor plan and exits of the building. Do not use elevators. If you encounter heavy smoke, crawl on the floor so as to gain fresh air. **Provide assistance to those who***

are in need of help without endangering your own life. Assemble for a head count on the front lawn of main campus or other designated assembly area.

- c. **DISCUSSION** The following conversation points comprised the discussion.
 - i. A question from the floor was posed seeking clarification on the absence of the phrase *disabled persons*. The response was that *disabled persons* would be included by the phrase *those who are in need of help*.
 - d. **SENATE ACTION** Motion 1617.APC.001.O was **APPROVED** with no additional discussion with no dissenting voice.
3. **MOTION 1617.RPIPC.001.P (GC PARKING ALLOCATION POLICY)** On behalf of the committee, Jan Hoffmann Clark, RPIPC Chair, presented the motion *To recommend the adoption of the attached Parking Allocation Policy as University Policy.*
- a. **SUPPORTING DOCUMENTS** Supporting documentation, accessible in the online motion database, was available for display on the big screen.
 - i. *2006 Parking and Transportation Review Committee Proposal* An MSWord file providing the guidelines document from 2006 that was presently not formally included in official university parking policies.
 - ii. *Presidential Approval of 2006 parking and Transportation Review Committee Proposal* An MSWord file providing the announcement to the campus community of the 2006 parking policy by former university president, Dr. Dorothy Leland.
 - iii. *Parking Allocation Policy.docx* An MSWord file providing the proposed policy using the university senate policy format.
 - b. **CONTEXTUAL INFORMATION** Jan Hoffmann Clark noted that the proposed policy was a reaffirmation of elements found in the 2006 guidelines and intended to put these guidelines into the official university policy. Jan Hoffmann Clark read the policy statement from supporting document three into the record.

Parking spaces shall be allocated by the Parking and Transportation Advisory Committee (PTAC) in compliance with the following: 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. Employees should have an option to park in more remote areas at no cost if they wish to do so.
 - c. **DISCUSSION** A series of questions of clarification comprised the discussion.
 - i. How soon would the proposed policy be implemented? *As soon as possible.*
 - ii. What does “primarily” mean as used in the sentence ***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?*** *Heart of campus.*
 - iii. What parking options do commuter students have? *Designated commuter lots which comprise a plethora of lots. There is a plan drafted by a Presidential Task Force (Members represent Students, Staff, Faculty, Administration, Milledgeville community) currently under review by President Dorman.*
 - iv. Where is the new commuter lot where there are always spots for commuters? *This lot is the Wilkinson Used Cars lot.*
 - v. Weren’t the results of the recent changes to Kilpatrick and Peabody lot that this lot became all faculty/staff? *In Summer 2016, there was a net gain to students of 60 parking spots in this area.*
 - d. **SENATE ACTION** Motion 1617.RPIPC.001.P was **APPROVED** with no additional discussion with no dissenting voice.

4. **MOTION 1617.CAPC.019.C (ADDITIONAL DELIVERY FORMAT - MAT IN SECONDARY EDUCATION)** On behalf of the committee, Lyndall Muschell, CAPC Chair, presented the motion *To recommend the approval of an additional delivery format for the MAT in Secondary Education as described in the supporting documents.*
- a. **SUPPORTING DOCUMENTS** Supporting documentation, accessible in the online motion database, was available for display on the big screen.
 - i. *MAT Secondary Ed - Additional Delivery Format.pdf* A pdf file providing the rationale and details of this curricular proposal.
 - ii. *MAT Secondary Ed - Additional Delivery Format - Signature Form.pdf* A pdf file providing the signed cover sheet documenting review prior to and including CAPC for this proposal.
 - b. **CONTEXTUAL INFORMATION** The proposal is to offer this program in an online format in addition to the current traditional format. The proposed online format will
 - i. better compete with the Teacher Alternative Preparation Program (Georgia TAPP) administered by the Regional Educational Service Agencies, and
 - ii. provide this degree opportunity to classroom teachers who must earn initial certification to continue teaching, and to those holding bachelor's degrees who are unable to attend the existing campus based program, due to distance or employment obligations.
 - c. **DISCUSSION** None.
 - d. **SENATE ACTION** Motion 1617.CAPC.019.C was **APPROVED** with no additional discussion with no dissenting voice.
5. **MOTION 1617.CAPC.020.C (RECOMMENDATION AGAINST DEACTIVATION OF B.S. IN OUTDOOR EDUCATION)** On behalf of the committee, Lyndall Muschell, CAPC Chair, presented the motion *To recommend against the deactivation of the B.S. in Outdoor Education.*
- a. **SUPPORTING DOCUMENTS** Supporting documentation, accessible in the online motion database, was available for display on the big screen.
 - i. *BS Outdoor Education Deactivation Proposal.pdf* A pdf file providing the rationale and details of this curricular proposal.
 - ii. *Deactivation-BS Outdoor Ed-Signature Page.pdf* A pdf file providing the signed cover sheet documenting review prior to and including CAPC for this proposal.
 - iii. *Timeline - BS Outdoor Education.pdf* A pdf file providing the curricular review timeline of the proposal primarily focusing on department and college activity.
 - iv. *Enrollment Data for Outdoor Education.pdf* A pdf file providing enrollment data on a variety of programs including outdoor education.
 - v. *List of Low Performing Programs 2015.pdf* A pdf file listing of low-producing programs at Georgia College noting the outdoor education program is not on this list.
 - vi. *Rationale for CAPC Vote - BS Outdoor Education.docx* An MSWord file providing the rationale for the CAPC votes pertinent to the proposed deactivation of this program.
 - b. **CONTEXTUAL INFORMATION** The following timeline was provided by CAPC Chair Lyndall Muschell, on behalf of CAPC.
 - i. **On October 7, 2016**, the proposal for the Deactivation of the B.S. in Outdoor Education came before CAPC for deliberation and vote. A large representation of constituents (faculty, administrators, past and current students) were present to speak both for and against the deactivation of the program. After much discussion, a vote was taken by secret ballot. The outcome of the vote was against the deactivation. Therefore, the proposal was not sent forward to the University Senate for consideration. The outcome was reported to the Executive Committee on the same afternoon during the meeting of the Executive Committee with Standing Committee Chairs.
 - ii. **On December 2, 2016**,

- 1) the proposal for the Deactivation of the B.S. in Outdoor Education came before CAPC for a second time for deliberation. Both faculty and administrators attended the meeting to speak both for and against the deactivation. After extensive discussion, a vote was taken by secret ballot. The outcome of the vote was against the deactivation. Therefore, the proposal was not sent forward to the University Senate for consideration.
 - 2) following the CAPC meeting, as chair of CAPC, I attended the Executive Committee Meeting with Standing Committee Chairs. The vote against deactivation of the program was reported to the Executive Committee. After extensive discussion, the members of the Executive Committee requested that CAPC submit a rationale for the committee decisions. This request was communicated to all CAPC members on Saturday, December 4. On December 13, the rationale was submitted to the Presiding Officer of the University Senate and to Dr. Costas Spirou, Interim Provost. I was informed that Dr. Spirou shared the document with President Dorman. Note that this rationale has been shared as one of the supporting documents to the motion.
- iii. **On February 22, 2017**, as chair of CAPC, I received a request from the Presiding Officer of the University Senate to meet with CAPC members with the purpose of discussing CAPC's recommendation against the College of Health Science's Deactivation of Outdoor Education proposal. In compliance with the request, a called meeting was held at 1:15 on March 3, 2017. At the meeting, CAPC members were addressed by the Presiding Officer of the University Senate with two primary purposes.
- 1) To assess whether or not CAPC members believed themselves to be acting within the bylaws of the University Senate. The following section from page 2, section 2 was referenced.

The University Senate strives to be mindful and respectful of matters that are more appropriately handled at the divisional, college, and department levels, but may make recommendations concerning matters within these areas that have broader institutional impact or implications.

As a whole committee members believe that they acted in good faith to adhere to the bylaws, specifically the statement, "*but may make recommendations concerning matters within these areas that have broader institutional impact or implications,*" as there is an obligation to ensure the process of shared governance.
 - 2) To express the need to bring the proposal to the University Senate as a motion for deliberation and a vote so that the President could act upon the matter. Several alternatives were discussed.
 - Three elected faculty senators could bring the proposal to the Senate floor.
 - ECUS could bring the proposal forward as a motion to the University Senate.
 - CAPC could bring forward the proposal as a motion to the University Senate.
- iv. **On March 3, 2017**, following the CAPC meeting, as chair of CAPC, I attended the Executive Committee Meeting with Standing Committee Chairs. At that meeting, it was requested by ECUS, that CAPC bring the proposal forward to the University Senate as a motion for deliberation and a vote.
- v. **On March 31, 2017**, the request by ECUS to bring the proposal forward to the University Senate as a motion for deliberation and a vote was discussed by CAPC. A vote was taken. The results were that a majority of the members voted to bring the proposal forward as a motion. The decision was reported to ECUS on March 31, 2017, at the meeting of the Executive Committee with Standing Committee Chairs.

- c. **DISCUSSION** *During the preparation of these minutes, the university senate secretary notes that the documentation of this discussion is not an attempt to provide a transcript rather an attempt to capture the main points of the discussion.*
- i. A **MOTION** *To limit debate to at most fifteen minutes and an individual speaker statement to at most two minutes* was made, seconded and approved by a hand vote with 26 ayes and no nays.
 - ii. This is an opportunity to advise the University President, perhaps the highest function of university senate. Thank you to CAPC for bringing this motion to the university senate floor to allow the university senate to exercise its advisory function on this matter.
 - iii. Does this mean CAPC governs how instructional resources are allocated?
 - iv. The CAPC rationale (supporting document) seems to be a record of individual opinions rather than a committee position statement.
 - 1) CAPC was not asked to provide a committee document – CAPC was asked to provide a rationale for its position. The vote was by secret ballot and individual opinions informed the secret ballot vote of each CAPC member. CAPC members take their participation in shared governance very seriously.
 - v. Is there any opportunity for the College to act?
 - 1) Not with current curricular review process.
 - vi. Who makes curricular decisions?
 - 1) Your vote as a university senate will be telling.
 - 2) The university senate advises the administration and does not make the decision.
 - vii. It is my opinion that the allocation of resources is an administrative function.
 - viii. Who staffs the outdoor education center?
 - 1) This center is a separate/distinct entity to the outdoor education program.
 - ix. The Outdoor Education program was a pillar of distinction for the university.
 - 1) While the program may have been a pillar of distinction, it may no longer be one.
 - x. Each college/department should be granted the authority to be able to determine how to allocate instructional resources such as what curriculum to offer and allocation of faculty instructional time.
 - xi. Does the department faculty support this deactivation?
 - 1) The outdoor education program faculty are adamantly against the deactivation of this program. There are presently 45 majors and 21 minors.
 - 2) You would not expect a department to favor the deactivation of its own program.
 - 3) The department vote recorded in the documentation advocates deactivation.
 - 4) The outdoor education faculty represent a small number of the department (School of Health and Human Performance) faculty.
 - 5) This deactivation recommendation was taken through the college (CoHS) curricular review process and deactivation was supported by the department and the college curriculum committee.
 - xii. There are perceptions that this deactivation is a done deal by our provost and the BoR.
 - xiii. As a spouse of one of the outdoor education faculty, my position is likely biased. My concern is that elimination of a program that has a national reputation is not wise. The program is distinctive and unique, why get rid of it?
- d. **SENATE ACTION** A **MOTION** *To use a secret ballot as the voting method* was made, seconded and approved by a voice vote with no dissenting voice. Motion 1617.CAPC.020.C – ***not*** to deactivate – was **APPROVED** by a secret ballot vote with 26 aye votes and 12 nay votes. Chavonda Mills expressed appreciation to John Swinton, Claire Sanders, and John Sirmans for assistance in disseminating, collecting, and counting the secret ballot votes and to University Senate Parliamentarian John Sirmans for his counsel on parliamentary procedure both prior to and during this meeting.

COMMITTEE REPORTS: As there were very few minutes of scheduled meeting time remaining when the agenda item of committee reports was reached, Presiding Officer Chavonda Mills requested that presenters submit written reports to university senate secretary Craig Turner for inclusion in the meeting minutes. The reports filed below were submitted in writing by the presenters noted after the committee name.

1. **ACADEMIC POLICY COMMITTEE** (APC) – Carol Sapp

Officers: Chair Carol Sapp, Vice-Chair Mike Gleason, Secretary David McIntyre

a. **Meeting** APC met on 31 Mar 2017 from 2:00pm to 3:15pm. The following topics were discussed.

i. **Common Syllabus Statement for Emergency Procedures** This topic was committed to APC for further clarification and revision at the 17 Mar 2017 university senate meeting. The draft of the motion passed by APC and submitted for university senate consideration follows:

Fire drills will be conducted annually. In the event of a fire alarm, students will exit the building in a quick and orderly manner through the nearest hallway exit. Learn the floor plan and exits of the building. Do not use elevators. If you encounter heavy smoke, crawl on the floor so as to gain fresh air. Provide assistance to those who are in need of help without endangering your own life. Assemble for a head count on the front lawn of main campus or other designated assembly area.

ii. **Proposed SGA Resolution Related to Midterm Grades**

1) APC fully supports the existing USG Policies regarding feedback from faculty to students. After careful consideration of the resolution as presented, APC recommends faculty include a statement on mid-term feedback as a common syllabus statement for all GC courses. The APC sought advice from Kay Anderson, University Registrar, for the specific language of the statement.

2) Ms. Anderson provided the following suggestion in an email to APC.

a) **BOR Reference:** USG Academic Affairs Handbook 2.07.01 http://www.usg.edu/academic_affairs_handbook/

b) **GC Procedures:** The Board of Regents of the University System requires that each faculty member provide each student in each course each semester with an evaluation prior to the last day the university calendar permits a student to drop a course without academic penalty. Therefore, each faculty member must use a grading system that provides the student with information reflecting his standing in the course prior to the last day to drop a course and still receive a “W” grade. The course syllabus should provide specific information regarding what evaluation the student can expect before mid-term.

c) The Academic Council approved (January 2003) the policy that all midterm grades will be posted on Banner for all freshmen core courses. Effective Fall Semester 2003.

iii. **Suggestions to Provide to Jeanne Sewell and CTL to Facilitate Teaching/Learning**

Due to time constraints, the third old business agenda item related to the subcommittee report on specific items to suggest to Jeanne Sewell and CTL (Center for Teaching and Learning) staff that would be helpful to faculty in facilitating the teaching/learning process was not addressed during the 31 Mar 2017 APC meeting.

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 31 Mar 2017 from 2:00pm to 3:15pm. Beyond the two motions presented earlier in this meeting and the thirty items included on the consent agenda of this meeting, CAPC has no items on which to report.

3. **SUBCOMMITTEE ON CORE CURRICULUM** (SoCC) – Mary Magoulick

Officers: Chair Mary Magoulick, Vice-Chair Brandon Samples, Secretary Kay Anderson

- a. **Area B Sections** SoCC approved the following proposals for new sections in Area B in the last month:
 - i. GC1Y: Growing up in the USA: What Does Psychological Science Have to Say about Children's Experiences in the American Context by Dana Wood (Department of Psychological Science)
 - ii. GC2Y: Religion and Human Right by Juli Gittinger (Department of Philosophy and Liberal Studies)
- b. **Area B Section Proposals**
 - i. SoCC will be accepting proposals for new Area B sections in August 2017. Please inform your faculty colleagues wishing to teach Area B sections.
 - ii. Please be aware that the routing process has changed slightly, so that now we must receive three signatures before we can review proposals: the Chair's signature, the Dean's signature, and the Associate Provost's signature. All information about our proposal process is on our website: <https://intranet.gcsu.edu/socc> (requires Unify login)

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 31 Mar 2017 from 2:00pm to 3:15pm. The following topics were discussed.
 - i. **Governance Calendar for 2017-18** was amended at the request of Dr. Veronica Womack to include “Making Excellence Inclusive Faculty Day” on Monday, 14 Aug 2017. The revised calendar is attached to these minutes as a supporting document.
 - ii. **Proposal to Establish a Foundation Account for University Senate** has been approved by University Advancement and is now active.
 - iii. **ECUS Standing Committee Scope and Duties** was reviewed by the committee. The committee discussed the recommendation that ECUS membership includes senate officers and standing committee chairs. Two concerns noted were committee dominance by a single college, and the perception of the committee serving as a “superior” committee to standing committees. There was also discussion as to the benefit of the recommended committee composition as most committee members present saw none. There was a brief discussion regarding ECUS’ function as a steering and advisory committee as opposed to making executive decisions. Those present agreed that ECUS should continue to operate in its current function as it appears to have worked well since the inception of the university senate.
 - iv. **Certificates of Recognition** for volunteers and non-senator officers were delivered to standing committee chairs for distribution on 31 Mar 2017. Outgoing senators and officers received their certificates earlier at this university senate meeting as documented above.
 - v. **Request for a Second USGFC representative** will continue during the 2017-18 senate term as a representative has yet to be identified.
 - vi. **Removal of Oversight of Curriculum from University Senate** was briefly discussed as the committee agreed to defer further discussion to the governance retreat as Provost Brown was not present to provide the contextual details of the proposal on the topic.
 - vii. **Policy Review** ECUS recommends that Sadie Simmons, GC’s Policy Officer, serves as a reviewer of all policies under development or revision by university senate committees prior to their submission for university senate consideration to ensure policies are in compliance with internal university and BoR/USG policies as well as applicable federal, state, and local law.

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

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

- a. **Meeting** Recent activity includes exclusively the preparation of the slate of nominees for university senate officers and positions on university senate committees for the 2017-2018 university senate. The interested reader is directed to the minutes of the 21 Apr 2017 3:30p-4:45p organizational meeting of the 2017-2018 university senate for details.
6. **FACULTY AFFAIRS POLICY COMMITTEE** (FAPC) – Alex Blazer
Officers: Chair Alex Blazer, Vice-Chair Tom Toney, Secretary David Johnson
- a. **Meeting** FAPC met on 31 Mar 2017 from 2:00pm to 3:15pm. The following topics were discussed.
- a. **Committee Scope** The Committee reviewed its scope and does not recommend changes.
 - b. **Probationary Credit** Following up on a faculty question, the Committee discussed how (Department) Chairs have the discretion to advocate (or not) for *probationary credit toward tenure and promotion at the time of the appointment* with their Deans when hiring faculty in their departments.
 - c. **Peer Teaching Evaluation** The Peer Teaching Evaluation Work Group recommended a Peer Teaching Evaluation Pilot Program. The Committee asked questions and raised concerns about who should perform evaluations, who should be evaluated, and whether the evaluations should be mandatory.
 - i. The Committee agreed that it should be formative and shared only with the faculty member who was evaluated.
 - ii. The Committee was divided on whether the evaluation should be mandatory or voluntary.
 - iii. The Committee was divided on the issue of who should be evaluated (all faculty, full-time faculty, pre-tenure tenure-track faculty, faculty in their first three years of teaching, or faculty in their first three years of teaching at Georgia College?).
 - iv. The Committee was divided on the issue of who should be an evaluator (should there be a single evaluator? should the single evaluator be from department, the college, or CTL (Center for Teaching and Learning)? should there be two person evaluation teams consisting of one member of the department and one member of CTL?).

The Committee decided to postpone recommending the Pilot Program at this time in a vote of 6 to 3.
 - d. **Five-Year Review of Academic Administrators** In the week after our 3 Mar 2017 meeting, the Committee discussed the ideas presented by the Provost.
 - i. The Committee is interested in working with the Provost’s Office to revise the Five-Year Administrative Review policy.
 - ii. The Committee has questions about preserving the in-house Review Team, and it fully supports streamlining the time table, updating the way evaluations are gathered, and making the process less burdensome.
 - e. **Student Opinion Surveys** The Committee did not have time to discuss the Work Group recommendation; therefore, in the 2016-17 FAPC annual report this item will be recommended for consideration by the 2017-18 FAPC.
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 31 Mar 2017 from 2:00pm to 3:15pm. Beyond the motion presented earlier in this meeting, RPIPC has no items on which to report.
8. **STUDENT AFFAIRS POLICY COMMITTEE** (SAPC) – Heidi Fowler
Officers: Chair Heidi Fowler, Vice-Chair Ben McMillan, Secretary Simplicie Tchamna-Kouna
- a. **Meeting** SAPC met on 31 Mar 2017 from 2:00pm to 3:15pm. The following topics were discussed.
- i. **Academic Calendar**

- 1) Changing the academic calendar to allow for at least one or two "dead" or "reading" days before finals.
 - a) We currently have a final day of class on Monday and start finals immediately on Tuesday.
 - b) This practice forces faculty to either stop the introduction of new material or make students cram for a single night before finals.
 - c) Either option is not healthy.
- 2) Extend the withdrawal date another week (or two).
 - a) In most classes, it is difficult to have a mid-term (if only two tests are given in the class) by the withdrawal date.
 - b) Giving an extra week (or two) would allow students to have more performance feedback to make the decision to withdraw from the course.
 - c) University Registrar Kay Anderson responded (and was reported to SAPC):
 - (1) The drop date needs to be after midterm (system policy) but before we start registration for the next term. Depending on the structure of the term, it is usually the 40th day of class (spring semester) and the 41st day of class (fall semester).
 - (2) The dead/reading day is an issue because we have 15 meeting times for each day of the week in order to meet our accreditation and credit hour requirements. In fall semester, we lose a Monday for Labor Day and make it up the day before finals start. In spring semester, we lose one Monday for MLK day and make it up the week of finals.
 - Those are mandatory holidays - the only flex-time we have are Fall Break and Thanksgiving break or Spring Break.
 - Students would have to give up a day of these breaks in order to get a "dead" day or begin classes earlier in the year.
- 3) SAPC agreed to explore these options, gather more information and decided to postpone further consideration of this agenda item to the following academic year since the academic calendar will not be revisited until spring 2018.
- ii. **Congratulations** SAPC also formally recognized SAPC Student Senator, Kevin Morris, for being named a Fulbright Scholar. Kevin will teach English in Macedonia September 2017 to June 2018.

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

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

- a. **Ending** We are winding down the 81st SGA Session with two more SGA meetings this semester.

Reflections

 - i. We have had a productive year working on academic initiatives (and will continue to expand on these initiatives next year); on environmental efforts on campus; in the area of diversity and inclusion (granted much of the year's activities centered on education and discussions); and working with various areas on campus to efficiently improve parking and transportation measures.
 - ii. We have allocated \$15,000+ to student organizations through our bill allocation process.

Additionally

 - iii. the incoming SGA Executive Board will be meeting over the weekend to allocate funding amounts to student organizations through the Student Activity Budget Committee - which will then be submitted for approval by Drs. Dorman and Harshbarger.
- b. **SGA President-Elect** Mike Muller could not be here today either, but he is looking forward to continuing the communication between the students and the faculty, staff and administration.

- c. **Thank You** all for working with us this year, and for allowing us to voice student updates and concerns in University Senate meetings as well as at meetings of University Senate Committees.

ANNOUNCEMENTS/ INFORMATION ITEMS:

OPEN DISCUSSION: Chavonda Mills invited open discussion from the floor. There was none.

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. **PRESIDING OFFICER TRANSITION** Chavonda Mills was thanked again from the floor for her service to the university senate. After the sustained applause receded, Chavonda Mills indicated that while she had been delighted to serve as the Presiding Officer of the 2016-2017 University Senate, she will happily pass the gavel to Nicole DeClouette who will serve as the Presiding Officer of the 2017-2018 University Senate.
3. **MOTION TO ADJOURN** As there was no further business, a motion to adjourn was made, seconded, and approved. The meeting was adjourned at 3:24 p.m. Note that a **MOTION** *To extend the meeting by up to fifteen minutes* was made, seconded and approved allowing the meeting to adjourn as late as 3:30 p.m.

SUPPORTING DOCUMENTS:

1. Final Governance Calendar 2017-2018 (MSWord and pdf formats) supporting the ECUS report.