

**2019-2020 University Senate
Minutes for the 15 Nov 2019 Meeting**

University Senate Officers: Presiding Officer David Johnson, Presiding Officer Elect Hauke Busch, Secretary Alex Blazer

PRESENT (38) Justin Adeyemi, Susan Allen, Alex Blazer, Linda Bradley, Hauke Busch, Krystal Canady, Rodica Cazacu, Angela Criscoe, Paulette Cross, Nicole DeClouette, Jeffrey Dowdy, Steve Dorman, Matt Forrest, Catherine Fowler, Hedwig Fraunhofer, Claire Garrett, Glynnis Haley, Sarah Handwerker, Sabrina Hom, David Johnson, Monica Ketchie, Min Kim, Amelia Lord, Julian Knox, Catrena Lisse, Stephanie McClure, Renee Mosely, Lyndall Muschell, Christine Mutiti, Amy Pinney, Gennady Rudkevich, Costas Spirou, Katie Stumpf, John Swinton, Ashley Taylor, Jessica Wallace, Cameron Watts, Diana Young

ABSENT (4) Brad Fowler, Alesa Liles, Ben McMillan, Christopher Newsome

REGRETS (6) Jamie Addy, Robert Blumenthal, Leng Ling, Bryan Marshall, Joanna Schwartz, Jiaqin Yang

GUESTS (7)

Name	Role on University Senate or Position at the University
A Kay Anderson	Registrar
Shawn Brooks	Vice President for Student Life
Carolyn Denard	Associate Provost for Student Success and Director of the Center for Student Success
Michelle Johnson	Director, Academic Advising Center
Susan Kerr	Chief Information Officer
Mark Pelton	Co-Chair, Strategic Plan Steering Committee
Sadie Simmons	Compliance/Policy Officer, Legal Affairs
Monica Starley	Special Assistant to the President

CALL TO ORDER: David Johnson, Presiding Officer of the 2019-2020 University Senate, called the meeting to order at 3:30 p.m.

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

1. AGENDA/MINUTES

- a. University Senate Meeting Agenda (11/15/2019)
- b. University Senate Meeting Minutes (10/18/2019)

A **MOTION** to adopt the consent agenda was made, seconded, and approved by voice vote with no proposed extractions, no further discussion, no dissenting voice, and only voting members of the university senate eligible to vote.

PRESIDENT’S REPORT — PRESIDENT STEVE DORMAN

- 1. ANNUAL EMPLOYEE COMPLIANCE TRAINING** Annual compliance training is required by the University System of Georgia for all employees (faculty, staff, and student workers). This year’s content consists of institutional and system policies and procedures, information and data security and Motor Vehicle Use. All employees, including student workers, must complete the *Policy Compliance and Ethics Refresher* and the *Information Security Awareness* module. Individuals who drive on university business must also complete the *Motor Vehicle Use Program* module. The deadline for both trainings is Friday, November 22. Should you have any questions please call Ms. Kelly Beall in Human Resources.
- 2. ASSISTANT VICE PRESIDENT FOR STUDENT LIFE/DEAN OF STUDENTS** We are currently engaged in a search for an Assistant Vice President/Dean of Students. To date, we have seen three candidates with one additional candidate to visit campus next week. We are hopeful that we will have the position filled before the end of the fall semester with the person assuming the role effective the start of spring semester.

3. **FACULTY SALARY STUDY UPDATE** In keeping with our vision that Georgia College become a nationally preeminent public liberal arts university, it is important that our salaries also reflect that vision. Hence, we commissioned a Faculty Salary Study Review Task Force and we have hired a consultant to assist with a staff salary study. The Faculty Salary Study is complete and we expect the Staff study to be complete in the spring. The Faculty Salary Study was assembled and charged in the fall 2019 to accomplish the following:

- a. Complete a market assessment to evaluate and validate the appropriate scope of the comparison markets to be used for data comparisons.
- b. Document the methodology being used for the market assessment review, and seek approval on final comparables.
- c. Deliver a Faculty Compensation Philosophy to the Executive Cabinet that will address the plan ownership, upkeep, and implementation responsibilities, to ensure a viable plan is assessed biennially.
- d. Analyze existing promotional rates for each faculty rank to ensure the rates are in alignment with the final faculty compensation model.
- e. Submit recommendations if alignments are skewed, to ensure fair, consistent, and accurate implementation of a performance-based plan.

The membership of the Faculty Salary Review Task Force included:

- a. Dr. Robert Blumenthal, COAS
- b. Dr. Sallie Coke, COHS
- c. Mr. Neil Jones, HR
- d. Dr. John Swinton, COB and University Senate Representative
- e. Mr. Russ Williams, Finance and Administration and Chair of Task Force
- f. Mrs. Susan Allen, Finance and Administration (ex-officio)
- g. Dr. Kelli Brown, Academic Affairs (ex-officio)
- h. Dr. Craig Turner, COAS (ex-officio)

The Faculty Salary Review Task Force has successfully completed the charge and presented its findings to the cabinet. The Deans and Department Chairs reviewed the findings. Following that, the Executive Cabinet approved 30% salary adjustments which will affect approximately 1/3 of the faculty and will take effect in January 2020. We are hoping to bring faculty to 50% in subsequent years. And, we will address implementation of the staff study after a review of the consultant's report. Here are some general facts about the Faculty Salary outcomes:

- a. **Total Cost:** approximately \$500K (salary and related benefits)
- b. **Number of Faculty to Receive Adjustments:** 101
- c. **Average Adjustment:** \$3,999 (\$3,431 is the median)
- d. **Highest Adjustment:** \$15,918 (8 faculty will receive greater than \$10,000)
- e. **Lowest Adjustment:** \$21 (3 faculty will receive exactly \$21 and 5 faculty will receive less than \$100).

The system adjustments will be executed this month via a Contract Addendum. If you have any questions regarding the FY19 Faculty Salary Study, please contact the Dean of your College.

4. **FY2020 BUDGET PROCESS BEGINS** The FY2020 **University Budget Open Forum** will be held on Monday, November 18, 2019, from 8:30 a.m. – 12:30 p.m. in the Pat Peterson Museum Education Room. As a part of our commitment to shared governance and transparent decision making, all campus community members are encouraged to attend. I will provide a general report, followed by each of the deans. Following the deans, the vice presidents will present. I encourage all to attend. In addition, I encourage you to get involved and attend your departmental and college-level meetings regarding the budgeting process.

5. **BOARD OF REGENTS POLICY REVISIONS** During the October 2019 meeting, finalization of the following position occurred:
- a. **Finance and Business** 7.13 Designation of USG as a Hybrid Entity under HIPAA
- During the November 2019 meeting, revisions were made to the following Board of Regents polices:
- b. **Institutional Governance** Board Policy 2.8 Institutional Mission
 - c. **Academic Affairs**
 - i. Board Policy 3.8.1 General
 - ii. Board Policy 3.8.3 Graduate Courses
 - iii. Board Policy 3.8.4 Ph.D. Programs

The BOR agenda for this meeting shows the revised policy language and helpful background information regarding these revisions. The BOR Agenda may be found at the following link: https://www.usg.edu/assets/regents/documents/board_meetings/agenda_2019_11.pdf

6. **SAVE THE DATES!**
- a. *University Budget Forum*
Monday, November 18, 2019
8:30 – a.m. – 12:30 p.m. – Pat Peterson Museum Education Room
 - b. *Faculty and Staff Holiday Open House*
Thursday, December 12, 2019
9:00 a.m. & 3:00 p.m. – Old Governor’s Mansion
 - c. *Winter Commencement*
Saturday, December 14, 2019
1:00 p.m. – Centennial Center
7. **QUESTIONS** When President Dorman invited questions, one was forthcoming.
- a. **Budget:** Question: The state of Georgia missed revenue targets. Is it too early for departments to have conversations about operating budgets? Answer: Departments should always be having those conversations, but we have not been asked yet. Other branches of government have had a 4% callback. There is that thought, but we are developing plans of how we would take that cut if we had it. I don’t want to raise an alarm because there’s not an alarm to raise.

PROVOST’S REPORT — PROVOST COSTAS SPIROU

1. **GENERAL EDUCATION**
- a. The USG assembled the *General Education Implementation Group* with representation across the System.
 - b. President Dorman and Dr. David de Posada, Professor of Spanish and French, Department of World Languages and Cultures will serve on the Committee, representing Georgia College.
 - c. The first meeting of the *USG General Education Implementation Group* is scheduled for November 19th.
 - d. According to the latest information, it is expected that the *General Education Implementation Group* will complete its work around February 2020.
 - e. A presentation of Gen Ed recommendations by the USG to the BOR will take place sometime in the Spring 2020.
 - f. Implementation is now more likely to occur in Fall 2021.
2. **NOEL LEVITZ VISIT ON RETENTION**
- a. Gary Fretwell, Senior Vice President, visited the Georgia College campus on November 5-6. Gary has helped to launch enrollment initiatives at over 1,000 campuses during his tenure with Ruffalo Noel Levitz (also served in a leadership position at Millsaps College).
 - b. He met with GC faculty, staff, and students and shared insights about our work with retention and enrollment management.
 - c. Gary noted the importance of student success and suggested areas that we can consider moving forward.

3. GC JOURNEYS UPDATE

- a. A new, monthly *GC Journeys Newsletter* launched last month and a GC Journeys Council was recently assembled.
- b. The Office is also working with the Registrar on tracking the milestones, creating resources for faculty, staff, and students, and finalizing definitions of each experience.
- c. A tracking mechanism will allow GC to assess HIP:

Transformative Learning Experience (Fall 2018-Spring/Summer 2019)	# of students completed
First Year Experience	642
Career Milestones	452
Capstones	1053
Leadership Experience	584
Mentored Undergraduate Research	1,318
Internships	1,074
Community-based Engaged Learning	477
Study Abroad	255

4. HONORS COLLEGE INITIATIVE

- a. In Fall 2020 we will be celebrating the 50th anniversary of the Honors College at Georgia College.
- b. In the Spring 2019 the Executive Cabinet discussed the launch of an Honors College to coincide with 50th year anniversary in Fall 2020.
- c. We have identified Humber-White House to be the Honors College House in Fall 2020
- d. A Search for a Dean of the College will begin soon to start on July 1.
- e. Dr. Sheri Noviello, Dean of the COHS, will serve as the chair of the Search Committee.

5. ASSOCIATE PROVOST AND DIRECTOR OF THE GRADUATE SCHOOL SEARCH

- a. Position is posted (submission deadline is December 15th)
- b. Dr. Mark Pelton agreed to serve as chair of the Search Committee.

6. COLLEGE OF BUSINESS DEAN SEARCH

- a. The university has worked with the Witt Kieffer executive search firm to assist with our search for a new Dean of the J. Whitney Bunting College of Business.
- b. More than 60 applications were received and reviewed.
- c. The search committee met on September 24 and identified eight semi-finalists for airport interviews that were held on October 18 and 19.
- d. At the conclusion of the airport interviews, four finalists were invited for on-campus visits. All four enthusiastically accepted the invitations.
- e. The four finalists visited campus last week and this week.

7. EXECUTIVE DIRECTOR OF THE ANDALUSIA INSTITUTE SEARCH

- a. Currently accepting applications
- b. Dr. Eric Tenbus is serving as chair of the Search Committee

8. FACULTY OPPORTUNITIES ON PROVOST WEBSITE

- a. The Office of the Provost is supporting many faculty opportunities (some are existing and more are under development).
- b. Some of these include: Summer Research Grants; Faculty Research Grants; Undergraduate Research; HERS; The Sandra Dunagan Deal Center for Early Language and Literacy announced grants to support students and faculty interested in conducting research on early language and literacy practices; Undergraduate Research Mini Grant program; Provost is working on an

Inclusive Excellence Research program for faculty; Women's Leadership Development Fellows Program, etc...)

- c. The goal is to organize all these faculty support opportunities on the Provost website for easy access.

9. RURAL INSTITUTE INITIATIVE (HAVE NOT FINALIZED THE NAME)

- a. The Institute is developed from the Georgia College Strategic Plan and the goal of gaining national preeminence for our institution.
- b. In addition, it supports the USG Strategic Plan 2020-2024, particularly the goals of economic competitiveness and community impact to meet the challenges of the state and to improve the quality of life for all Georgia residents.
- c. Dr. Veronica Womack agreed to serve as the inaugural Executive Director of the Institute which is scheduled to launch in January 2020.

10. SUMMER RESEARCH GRANTS

- a. The Office of Academic Affairs will be offering the Georgia College Faculty Scholarship Support Program to provide additional support for faculty to disseminate their research, artistic work and/or teaching and learning scholarship in a peer-reviewed publication and/or juried context.
- b. Application to department chair: November 25, 2019
- c. Application to college dean: December 2, 2019
- d. Completed application to Office of Academic Affairs: December 9, 2019

11. COLLEGE AND BEYOND PILOT STUDY (UNIVERSITY OF MICHIGAN)

- a. A team from the University of Michigan is conducting a major study on the undergraduate experience and the liberal arts funded by the Andrew W. Mellon Foundation.
- b. The results of the study could assist in improvement by helping institutions better understand their students' experiences and outcomes.
- c. U of Michigan, UC Irvine, UW Madison, U of Houston (team is talking to CUNY) and exploring adding one or two smaller institutions (Georgia College and Truman State)

12. ACCESSIBILITY INITIATIVE

- a. In response to mandates of Section 504 of the Rehabilitation Act, and Section 508 of the Americans with Disabilities Act (revision of the Rehabilitation Act) Georgia College is working to address the needs of various students.
- b. A Task Force was established in Fall 2018 and included a cross section of stake holders from GC. The group submitted recommendations in Summer 2019.
- c. The goal is to become 100% accessible within the next few years for at least the first two levels of the Web Content Accessibility Guides (WCAG) standards (a widely agreed upon set of standards related to ease of use and accessibility; divided into three levels – A, AA, AAA).
- d. CTL is supporting this process by developing guides for A and AA levels and placing them on GeorgiaView. Addressing accessibility topics with faculty would be accomplished with workshops, webinars, reference guides, and 5-minute videos. Each faculty will have access to those guides, which will include step-by-step processes as well as supporting resources (i.e., podcasts, etc..).

13. FROM THE USG: GEORGIA COLLEGE AND STATE UNIVERSITY INSTITUTION-LEVEL REPORT ON NCM AND ZLCM ATTRIBUTES

- a. In the table below, you'll find the comparison of sections tagged with low-cost (ZLCM) and no-cost (ZNCM) indicators for Fall 2018, Spring 2019, Summer 2019, and Fall 2019.
- b. The number of courses tagged as ZNCM (No-Cost Materials) has increased from 8.4% of sections with this attribute in fall 2018 to 12.57% in fall 2019.
- c. Likewise, the number of courses tagged as ZLCM (Low-Cost Materials) has more than doubled, from 3.5% in fall 2018 to 7.37% this fall.

- d. Overall, GC now has almost 20% of its course sections tagged as no- or low-cost, which is right in line with the statewide average.

	Sections with Low-Cost Attribute				Sections with No-Cost Attribute			
	Fall 18	Spring 19	Summer 19	Fall 19	Fall 18	Spring 19	Summer 19	Fall 19
Number	62	99	15	132	150	261	49	225
Percent	3.50%	4.96%	1.88%	7.37%	8.40%	13.08%	6.14%	12.57%

14. WINTER COMMENCEMENT

- a. Saturday, December 14th.

15. QUESTIONS When Provost Spirou invited questions, one was forthcoming.

- a. **Honors College:** What is the rationale for the creation of an Honors College? How does it serve the students? Answer: Georgia College is competing for students with institutions such as Columbus State and Georgia State, which have Honors Colleges. Parents are aware and engaged in conversations about Honors Programs and student services. Research shows that when institutions move from Honors Programs to Honors Colleges, they have to offer more services. In terms of faculty, a typical model is joint appointment with Honors College. While Honors Programs think about managing things, Honors Colleges thinking about transforming things.

ANNOUNCEMENTS/INFORMATION ITEMS

1. CHANGES AT THE HUB AND BRIGHT HOUSE — DR. SHAWN BROOKS, VICE PRESIDENT FOR STUDENT LIFE

- a. **STUDENT LIFE UPDATES** Stacey Hurt-Milner is the new Director of Fraternity & Sorority Life. Nadira Mayweather is the new Director of the Cultural Center.
- b. **WOMEN’S CENTER UPDATES** As background context for the serious changes being made to the Women’s Center this semester, in 2011 the Obama administration sent a “Dear Colleague” letter with directives about how colleges and universities who receive federal funding have to respond to sex assault reports; and a number of updates have been made to these directives over the years. More recently, those accused of sexual assault argue that they have not been receiving fair and equal treatment in either the judicial process or the offering of college services. One year ago, the District Attorney began advocating for Bright House, a community agency that can provide full treatment and services, including forensics exams, to victims of sexual assault. Georgia College used to provide services and advocacy to victims, but not to the accused. Legal advice and political winds at Georgia College, the University System of Georgia, and across the country have informed the current tough, heart-wrenching decision. We have had multiple meetings with Bright House over the last year. Effective fall semester, we eliminated victim response from Women’s Center services. We just received the MOU about Georgia College and Bright House roles in connecting students to services. We hope to transfer Georgia College’s Victims of Crime Act (VOCA) grant to the Bright House to provide Georgia College students’ services.
- i. The Interested reader can review [the 4 Oct 2019 ECUS with SCC meeting minutes](#), specifically the update on the HUB with Dr. Shawn Brooks and Qiana Wilson, for further background on the issue.
- c. **QUESTIONS** When Dr. Brooks invited questions, many were forthcoming.
- i. Question: What is the Criminal Justice Coordinating Committee? Answer: I don’t know, my contact is the District Attorney; but the VOCA Grant comes from this committee.
- ii. Question: The community is underfunded. What assurances can we give parents that this change will maintain or increase quality? Answer: All I can tell you is that our interactions are reassuring. The VOCA funding will continue to provide services. I am confident that

we are moving in a good and positive direction. We will be responsive if we feel our students are not being well served. Please let us know if you know of students who are not well served.

- iii. Concern: I have a concern about access to care. It is difficult for victims of abuse to come forward. The location of Central State has stigma attached to it, and there is a transportation issue regarding how students will get to Bright House. Response: We have no say in the location, but our Title IX Office is working with Public Safety to address the transportation issue. It may be a police officer taking the student to Bright House, or it may not; we are not that far into the decision-making process yet. I know there's a stigma attached to getting into a police car.
- iv. Suggestion: Maybe someone from Counseling Services could provide transportation. Answer (Dr. Brooks): We heard from this body loud and clear about the need for an additional counselor. A new job position ad has been posted, and transportation is being addressed. Answer (Dr. Dorman): If there is a student in crisis, call the Counseling Center, and a counselor will come to campus and take the student in crisis back to the Counseling Center.
 1. The interested reader can review the [18 Oct 2019 university senate meeting minutes](#), specifically the question and answer section of the President's Report, for background to this exchange.
- v. Comment: With this hire, and others, we need to make sure staff capable of dealing with sexual assault.
- vi. Question: Students can no longer make confidential disclosure. What is being done to make students aware? Answer: Title IX Office will send information to students and the Women's Center will tell students that they can talk, but that they are obligated to tell the Title IX Office. We will continue to pay attention to this. If you hear that anything is amiss, please give me a call.

2. **ACADEMIC ADVISING UPDATES** — **DR. MICHELLE JOHNSON, DIRECTOR OF THE ACADEMIC ADVISING CENTER**

- a. **INTRODUCTION AND PRESENTATION** Dr. Carolyn Denard, Associate Provost for Student Success and Director of the Center for Student Success, introduced Dr. Michelle Johnson, Director of Academic Advising Center, who provided highlights of facts and changes in academic advising from a displayed presentation.
- b. **STAFFING UPDATES** There are currently 3 vacancies. On December 1, two will be filled and one search will be ongoing.
- c. **CENTRALIZED STRUCTURE** Students will be divided into clusters and served from first-year seminar to graduation. Faculty Advisory Council will be rebooted.
- d. **SNAPSHOT OF STATISTICS**
 - i. 317 students seen on the first day of classes
 - ii. 986 students seen on average per week
 - iii. 52 first-year seminar sections
 - iv. 1260 students attended Academic Expo
 - v. 291 students declared a major or minor
 - vi. 350 students seen on the first day of spring registration
- e. **MOMENTUM YEAR**
 - i. Academic Focus Areas: Undeclared students must also choose focus area, and each major is tied to a focus area.
 - ii. Key Academic Milestone: Students complete core English by 30 credit hours.
 - iii. Advising = Retention = Persistence = Degree Completion
 - iv. High impact practices increase student satisfaction, along with mentoring, connecting with faculty in class and out of class.

f. **NEEDS**

- i. We need a drop-in advising center
- ii. We need cross-training for advisors (every advisor knows content of all the majors)
- iii. We need peer advising (students listen to other students about content of a class and how they feel about a class)

g. **CONDITIONS OF EXCELLENCE IN ACADEMIC ADVISING**

- i. Academic Maps
- ii. Appreciative Advising (advising session should have outcome)
- iii. Equity, Inclusion, and Diversity
- iv. Technology Enable Advising: EAB Navigate (advising and student planning management software allows faculty, financial aid advisors, professional advisors, writing center tutors, and so forth, to put notes about students in the system, keep all parties on the same page and saying the same thing, and help prevent students from running around receiving multiple interpretations)

h. **QUESTIONS** When Dr. Johnson invited questions, one was forthcoming.

- i. Question: I like the idea of a peer guide. Would you consider having a first-year peer guide for every major? Answer: It is possible but would require a budget. Every first-year seminar has one or two peer facilitators.

3. **GEORGIA COLLEGE STRATEGIC PLAN — MARK PELTON, STRATEGIC PLANNING STEERING COMMITTEE CO-CHAIR**

- a. **STRATEGIC PLAN AND UNIVERSITY SENATE** It has been a couple of years since the Strategic Planning Steering Committee last presented to University Senate, so we thought it would be helpful to provide you with a brief update. Though the university's five-year plan was created and approved three years ago, the work of the SP Steering Committee continues. University Senate was ably represented on the Steering Committee by Jan Hoffman for a couple of years. Jan participated through the development of the plan and the review and modification of the vision, values, and mission statements. Robert Blumenthal served as your representative two years ago, and your current presiding officer, Dave Johnson, served last year. Your representative on the Steering Committee this year is Jamie Addy.
- b. **COMMITTEE PROCEDURES** Steering Committee formalized its procedures last year, and we now ensure that, in addition to the University Senate representative, there are faculty representatives from each of the four colleges.
- c. **IMPLEMENTATION** The work of the committee has evolved, morphing from its earlier role of strategic plan development to its new role of implementing the plan, measuring action item accomplishment, and recommending revisions or additions to action items. Unlike the university's previous strategic plans, the current strategic plan is a living document that changes from year to year. Since the original plan was created, a number of action items have been completed, others have been modified, and several new action items were added.
- d. **ANNUAL REPORT** The Steering Committee produced an annual report on the strategic plan which was presented to Executive Cabinet in May. I have provided that report to your presiding officer who I believe distributed the report to Senate electronically.
- e. **STATUS OF ACTION ITEMS** The Steering Committee also produced a massive spreadsheet with the current status of each action item. If anyone is interested in seeing this spreadsheet, I'll be glad to share it with University Senate.
- f. **OVERSIGHT AND COMPREHENSIVE REVIEW** Executive Cabinet has approved transitioning the management, facilitation, and oversight of the university's strategic plan to the Associate Provost of Academic Affairs and Director of The Graduate School who will co-chair with a faculty member. This year, however, several of our long-serving faculty representatives cycled off the committee. The only faculty member remaining with at least a year of experience had recently

become a department chair, making it impossible for her to also serve as cochair of the Steering Committee. For that reason, Dale Young, Sandy Gangstead, and I are co-chairing the committee this year. In July of 2020, we hope to transition to the newly approved format in which a faculty member will co-chair alongside the Associate Provost of Academic Affairs and Director of The Graduate School. They and the Steering Committee will be tasked with working with the campus community to conduct a comprehensive review of the strategic plan during AY 21 including mission, vision, and value statements, and goals, initiatives, and action items. Thank you for the opportunity to provide this brief update!

COMMITTEE REPORTS

1. EXECUTIVE COMMITTEE OF UNIVERSITY SENATE (ECUS) — DAVID JOHNSON, CHAIR

- a. **UNIVERSITY SENATE REPRESENTATION ON UNIVERSITY-WIDE COMMITTEES** Because our committees are brimming with senators and volunteers, ECUS had a discussion regarding finding potential efficiencies in university-wide committee representation.
- b. **STAFF COUNCIL SELECTED SENATOR** Staff Council has only sent two senators to University Senate, rather than the three that are required by our bylaws. ECUS agreed to let the issue rest until the spring, at which time we will renew a discussion with Staff Council regarding a third senate representative.
- c. **ACADEMIC ADVISING** ECUS reached out to Dr. Michelle Johnson, head of the Academic Advising Center, to address university senate and answer questions regarding the Advising Center.
- d. **BRIGHT HOUSE** ECUS was informed that a meeting between the Bright House and university stakeholders was scheduled for Oct. 21, and that Dr. Brooks would later speak with senate regarding changes at the HUB and the Bright House.
- e. **GOVERNANCE CALENDAR** The governance calendar work group has completed a rough draft of the 2020-2021 governance calendar. UCC meetings will be tentatively scheduled for 2pm (instead of 1pm). The calendar will first be reviewed by the Office of Academic Affairs before it is sent to Deans and Department Chairs for review.
- f. **ELECTRONIC BACKUP** ECUS is looking into getting online university senate materials systematically backed up in the event of a technology calamity.
- g. **CONSTITUENT SERVICE** ECUS asks senators to find out what they can do for their program, department, or office. Ask what your constituents need from Senate.

2. SUBCOMMITTEE ON NOMINATIONS (SCON) — HAUKE BUSCH, CHAIR

- a. **NO BUSINESS** As there were no items of business requiring the attention of the committee, there is nothing to report.

A **MOTION** to extend the meeting time by 5 minutes was made and seconded, and approved by voice vote with no further discussion, no dissenting voice, and only voting members of the university senate eligible to vote.

3. ACADEMIC POLICY COMMITTEE (APC) — NICOLE DECLOUETTE, CHAIR

- a. **PROHIBITIONS AND PENALTIES PROGRESSIVE DISCIPLINE GUIDE** Carol Ward, Chief Human Resources Officer, was invited to attend APC to discuss the Prohibitions and Penalties Progressive Discipline Guide. In particular, APC members wanted to know if the guide was intended for faculty or staff. If it is intended for faculty, why are faculty not aware of this document? Carol Ward explained that the discipline guide is intended for *both faculty and staff*. The document was a collaboration between Human Resources and the Legal Office, and vetted through the University Cabinet, in 2012. The guide was later revised in 2017. Several APC members raised concerns that the guide reads like it was intended for staff and then faculty were added on after the fact; for example, the guide mentions things like “sleeping on duty,” “leaving

assigned work area or job without proper authorization,” and “failure of employee to maintain proper work or personal appearance standards and personal hygiene.” One APC member asked if the creation of this document involved faculty, and no one in the room could answer the question. APC members agreed that the chair should take this matter to ECUS for their input. ECUS steered this item to FAPC.

- b. **USG COPYRIGHT POLICY AND FAIR USE CHECKLIST** Georgia College’s new Chief Information Officer, Susan Kerr, was invited to attend APC regarding USG’s Copyright Policy and Fair Use Checklist. Susan brought two guests, Barbara Szyjko (Instructional Development Specialist) and Jim Berger (Director, Center for Teaching and Learning). In particular, APC sought input from IT on how we might be able to use D2L to train faculty on the policy and checklist. Guidance from Kay Anderson and Jim Berger suggested that if the training was to be added to each course’s home page, it would have to be done manually, so APC was looking for IT guidance. Susan brought several suggestions:

- i. Include information and a link to the Copyright Policy and Fair Use Checklist on the Required Syllabus Statements for all courses.
- ii. Include information and a link to the policy and checklist on the splash page of D2L so when you log on, you will see this information. Susan said that they could develop a one question quiz or a box to check to say that faculty and students have read the policy and checklist. In this scenario, the rest of the course content is blocked until the box is checked.
- iii. Set up a D2L course to train faculty and staff. (Question: What if not all faculty use D2L?)
- iv. Set up the training to appear in the annual compliance training required of all employees (GO through this first)

ECUS recommended a copyright policy and fair use checklist training module be added to the annual compliance training required of all employees since this is more of a faculty issue than a student issue.

2. **FACULTY AFFAIRS POLICY COMMITTEE (FAPC) — MATT FORREST, CHAIR**

- a. **MEETING** FAPC did not meet on 1 Nov 2019 from 2:00pm to 3:15pm as there were no items of business requiring the attention of the committee, thus there is nothing to report.

3. **RESOURCES, PLANNING, AND INSTITUTIONAL POLICY COMMITTEE (RPIPC) — SABRINA HOM, CHAIR**

4. **MEETING** RPIPC did not meet on 4 Oct 2019 from 2:00pm to 3:15pm as there were no items of business requiring the attention of the committee, thus there is nothing to report.

5. **STUDENT AFFAIRS POLICY COMMITTEE (SAPC) — ANGELA CRISCOE, CHAIR**

- a. **BIAS REPORTING** A student complaint portal is now available on the homepage of the Georgia College website (located at the bottom).
- i. As complaints come in, the Dean of students will review and refer to appropriate departments on campus.
 - ii. Responses will be personable
 - iii. Adjustments still need to be made to the portal, such as changes to verbiage and making it a little more user friendly.
- b. **ZEN-DEN** Space for students to de-stress.
- i. The library has provided pop-up Zen-Dens and is willing to work with SGA in being strategic in spaces for future Zen-Dens.
 - ii. It was suggested to SGA to survey students to identify if there is a need.
 - iii. Also, to research what other universities are doing.
 - iv. Dr. Brooks shared that the campus is in discussions about the development of a Student Union.

c. **OTHER COMMENTS**

- i. A new counselor is being hired in the Counseling Center.
 - ii. A vehicle is being designated for counseling services to come to main campus when there is a need.
 - d. **UPCOMING DISCUSSIONS**
 - i. Development and Implementation of a Diversity Town Hall.
6. **STUDENT GOVERNMENT ASSOCIATION (SGA) — AMELIA LORD, PRESIDENT**
- a. **HANGING OUT THE GREENS** will occur December 4.
 - b. **SUICIDE PREVENTION TRAINING** will occur November 24.

ANNOUNCEMENTS/INFORMATION ITEMS

1. **UNIVERSITY SYSTEM OF GEORGIA FACULTY COUNCIL — VOTING REPRESENTATIVE HAUKE BUSCH**
- a. **FALL MEETING:** GCSU Voting Representative Hauke Busch attended the fall meeting at the Coastal College of Georgia on 17-18 Oct 2019 and provided the following highlights.
 - b. **BUDGET CONCERNS:** The chancellor mentioned the governor had asked state agencies for reductions (4 percent this year and 6 percent next year) in expectation of declining state revenue. He also indicated the teaching budget is exempt from the reductions and that other campus entities are in the process of submitting budget reduction plans.
 - c. **SALARY INCREASES:** The chancellor said that the governor has committed to salary increases for K-12 instructors and the governor understands the need to increase salaries for all state employees (including in the USG) to remain competitive. The chancellor also pointed out for the state to raise salaries even 1 percent requires approximately \$145million. Given the current budget projections, such increases might not be possible.
 - d. **ENROLLMENT AND RECRUITING:** The chancellor spoke about enrollment trends (which will likely decline going forward because of demographics) and the challenges of engaging in system-level marketing initiatives.
 - e. **HEALTHCARE/BENEFITS CHANGES:** The chancellor mentioned that providing healthcare is a growing concern for the USG. The system must balance the needs of its employees with the costs of coverage. In the last year, the system saw two times as many claims. If the number stays consistent, the system needs \$47 million in additional funding and it cannot be sure the state will cover any of the increases. Council members asked questions the lack of communication to employees at our campuses and the possibility of adding more faculty to the TRSC or its subcommittees. While the chancellor felt it was not appropriate to add council members to the TRSC (given its mission), he supported the idea of expanding faculty presence on the subcommittees as well as improving communication between the system office and the faculty council about benefits information.
 - f. **GENERAL EDUCATION REDESIGN:** Dr. Denley introduced the general education design principles and explained the plans going forward. He is in the process of putting together an implementation committee which will include faculty members, RAC chairs, and administrators. The committee will be formed within the next week or so with a goal of presenting something to the BOR at its January meeting. From there, the proposal will go to individual campuses to go through the curriculum review process. Dr. Denley indicated that the change would be significant and that all campuses will follow the new general education design. The target date for full implementation is tentatively Fall 2021.
 - g. **RETIREE COUNCIL, AAUP, AND VARIOUS COUNCIL COMMITTEES:** The bylaws committee intends to work on a transition handbook for new members; the human resources committee intends to work on drafting a resolution about summer teaching contracts. The members of the other committees—academic affairs, strategic planning, and organizational—should be in touch to follow up on any issues raised in your meetings that might require future council attention.
2. **UNIVERSITY CURRICULUM COMMITTEE (UCC) UPDATE — LINDALL MUSCHELL, CHAIR**

- a. **ACTION ITEMS**
 - i. College of Health Sciences - Deactivation of RN-BSN Program- Approved
- b. **INFORMATION ITEMS**
 - i. College of Health Sciences
 - 1. Modification of Existing Course
 - a. KINS 3353 Intro to Environmental Health – Change in course title from Intro to Environmental Health to Environmental Health
 - b. KINS 4813 Research Methods in Kinesiology – Change in course title from Research Methods in Kinesiology to Research Methods and Statistics
 - c. KINS 3101 (is now KINS 4101)Prevention and Emergency Concepts in Health Care and KINS 4101 (is now KINS 3104)Foundations of Therapeutic Medicine – 1) Flip the numbering of the two courses from KINS 3101 Prevention and Emergency Concepts in Health Care and KINS 4101 Foundations of Therapeutic Medicine to KINS 3101 Foundations of Therapeutic Medicine and KINS 4101 Prevention and Emergency Concepts in Health Care; 2) Prerequisites – Add HSCS 2813 or BIOL 2160 to KINS 3101(KINS 3101 is now 4101). (KINS 4101 is now 3104)
 - ii. College of Arts and Sciences
 - 1. New Course Proposals
 - a. MUSC 3921 Secondary Choral Techniques and Practicum – Results in dropping MUED 3919 and MUED 3920
 - b. WMST 4450 Women and Crime
- c. **NEW BUSINESS**
 - i. Revised of Flow Chart has been posted to the website.
 - ii. Development of Bylaws is continuing.
- d. **GRADUATE COUNCIL**
 - i. College of Education
 - 1. Change in delivery format: Proposal to change the delivery format of the Master of Education (M.Ed.) in Middle Grades from a blended format to a 100% online format effective Summer 2021. Proposal was unanimously approved by Graduate Council.
- e. **GENERAL EDUCATION COMMITTEE**
 - i. GC2Y Sex and Resistance – approved
 - ii. GC2Y Seuss: Politics, Philosophy, and Poetry – approved
 - iii. GC2Y Cult Media – approved
 - iv. GC1Y Global Youth Culture – approved
 - v. GC1Y Building Communities in the Arts – approved

ADJOURN:

- 1. **ATTENDANCE AND THE SIGN-IN SHEET** David Johnson 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** A motion to adjourn was made, seconded, and approved. The meeting was adjourned at 4:47 p.m.

SUPPORTING DOCUMENTS

- 1. There are two supporting documents.
 - a. *Supporting_Pelton_StrategicPlan_2019-05-22.pdf*
 - b. *Supporting_Johnson_AcademicAdvising_2019-11-15.pptx*