COMMITTEE NAME EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS) WITH STANDING COMMITTEE CHAIRS
MEETING DATE & TIME 01 MARCH 2019; 3:30 –4:45
MEETING LOCATION PARKS ADMINISTRATION BUILDING, ROOM 301
ATTENDANCE

MEMBERS		"P" denotes Present, "A" denotes Absent, "R" denotes Regrets	
P	Donna Bennett (Library, ECUS Member)	P	John Swinton (CoB, ECUS Member)
P	Alex Blazer (CoAS, ECUS Chair)	P	Craig Turner (CoAS, ECUS Secretary)
R	Kelli Brown (Provost)	P	Rodica Cazacu (CoAS, APC Chair)
P	Nicole DeClouette (CoE, ECUS Chair Emeritus)	R	Mary Magoulick (CoAS, EAPC Chair)
R	Steve Dorman (University President)	P	Ashley Taylor (CoAS, FAPC Chair)
P	Glynnis Haley (CoHS, ECUS Member)	P	Diana Young (CoAS, RPIPC Chair)
P	David Johnson (CoAS, ECUS Vice-Chair)	R	Joanna Schwartz (CoB, SAPC Chair)

GUESTS	
Monica Ketchie, SAPC Vice-Chair	
Costas Spirou, Senior Associate Provost	

	Italicized text denotes information from a previous meeting.		
	*Denotes new discussion on old business.		

AGENDA TOPIC	DISCUSSIONS & CONCLUSIONS	ACTION OR RECOMMENDATIONS	FOLLOW-UP {including dates/responsible person, status (pending, ongoing, completed)}
I. Call to Order	The meeting was called to order at 3:30 pm by Alex Blazer (Chair).		
II. Approval of Agenda	A **MOTION** *to approve the agenda* was made and seconded.	The agenda was approved as circulated.	
III. Approval of Minutes	A **MOTION** *to approve the minutes of the 1 Feb 2019 meeting of the Executive Committee*	The minutes of the 1 Feb 2019 Executive Committee with	

	with Standing Committee Chairs was made and seconded. A draft of these minutes had been circulated to the meeting attendees via email with no revisions offered. Thus, the minutes had been posted as circulated.	Standing Committee Chairs meeting were approved as posted, so no additional action was required.
IV. Reports		
President's Report **President Dorman**	As President Dorman had extended *Regrets* and was unable to attend this meeting, there was no President's Report.	
Provost's Report **Costas Spirou** **for** **Provost Kelli Brown**	Provost Brown had extended *Regrets* and had authorized Senior Associate Provost Costas Spirou to provide the following information as the Provost's Report. 1. **USG Momentum Year Summit II** is taking place today (core team/ deans/ department chairs). Institutional core teams met yesterday. The GC Core Team is comprised of President Dorman, Provost Brown, Dr. Brooks, Ms. Allen, Ms. Delisa, Dr. Alby, Ms. Weston, and Ms. Mayweather. 2. **Awards** A number of award nominations are due today to the CTL (Center for Teaching and Learning). 3. **CoHS Dean Search** Three finalists visited campus during February for the CoHS (College of Health Sciences) Dean Search. The search committee is currently reviewing feedback from various groups across campus. 4. **T&P Portfolios Online** The e-Tenure and Promotion process is moving forward and more information will be available during the 10 Apr 2019 Tenure and Promotion workshop. All colleges/ departments have	

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participated in the development process to better support faculty.

5. **Second Doctoral Degree** We recently received positive feedback from SACSCOC for our second doctorate (Ed.D. in Curriculum and Instruction). The CoE will be accepting applicants in the K-12 Concentration with a start scheduled for summer 2019. The first cohort will include a small number of students.

6. **25Live** (CollegeNet Space Utilization and Reservation Environment replacing R25) Implementation Initiative is moving forward. Kay Anderson, Michael Rickenbacker, Dennis Brown, Tracy Norris, and Costas Spirou met earlier today with RPIPC and provided an update to that University Senate Committee.

7. **GC Capitol Day** The Georgia College Day at the Capitol is scheduled for March 13. During the day, Kevin Morris, the recent 2019 recipient of a Marshall Scholarship from GC and the only recipient from the USG this year, will be recognized for his achievement by the Georgia General Assembly.

8. **Admissions Search** The Search Committee for the Executive Director of Admissions will be inviting candidates to campus during March.

9. **Questions?**
   a. At what number of doctoral degrees offered do we consider ourselves a doctoral institution? *There is no magic number, perhaps when we offer a third one. At present, we do*

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	not anticipate adding a third doctoral degree in the foreseeable future. b. Is the addition of this new doctoral degree a mission shift? *No. Our mission is to be the state's public liberal arts institution of higher education. Given we strive to keep a fixed size of 1450 for our freshman class, we must balance this goal with our enrollments efforts at the graduate level. The EdD will admit a small number of students (about 5) for the 2019-2020 academic year.*		

Subcommittee on Nominations (SCoN)
 	
David Johnson
	1. **Motions** SCoN has one motion to submit for university senate consideration at its 15 Mar 2019 meeting. See item 3.
	2. **Officers** The 2018-19 SCoN officers are David Johnson (Chair), (No Vice-Chair position) and Craig Turner (Secretary).
	3. **Slate of Nominations** Bradley Alban is the new elected faculty senator from CoHS, replacing Will Hobbs.
	  a. A **MOTION** *to have the SCoN sponsor the aforementioned slate revision motion* was made, seconded, and endorsed with no further deliberation and no dissenting voice and only ECUS members and Standing Committee Chairs eligible to vote.
	  b. This motion will be added to the consent agenda of the 15 Mar 2019 university senate agenda.
	  c. *Note: During the preparation of these minutes, we learned of another replacement: Sophia Gonzalez replaced Madison "Kat" Capstick as*		

	the SGA Appointee to SAPC effective 1 Mar 2019. 4. **Election Oversight** All academic units have submitted elected faculty senator election results for individuals with 2019-2022 terms. The at-large senator election was also held, which resulted in the election of Gennady Rudkevich for a 2019-2022 term of service. 5. **2019 Governance Retreat** As part of the planning of next year's governance retreat, I have reached out to the events coordinator at The Club at Lake Sinclair and created a proposal that is within the university senate budget for a half-day retreat on 13 Aug 2019 that concludes with lunch. 6. **Committee Preference Surveys** In the coming week, I will electronically survey elected faculty senators requesting them to indicate both university senate committee preferences and their interest in serving as a university senate representative on one or more university-wide committee. I will also survey corps of instruction faculty for their committee preferences and interest in serving as a faculty volunteer to a university senate committee.		
Executive Committee of the University Senate (ECUS) **Alex Blazer**	1. **Motions** ECUS has three motions for university senate consideration at its 15 Mar 2019 meeting. See item 3.a. and 3.b. 2. **Officers** The 2018-19 ECUS officers are Alex Blazer (Chair), David Johnson (Vice-Chair) and Craig Turner (Secretary). 3. **Meeting** ECUS met on 01 Mar 2019 from 2:00pm to 3:15pm. The following topics were discussed.		

a. **Bylaws Revision (Second Readings)**
   i. Organizational Meetings of the Standing Committees
   ii. Committee Structure
b. **University Senate Handbook**: The revised University Senate Handbook, which now includes the Governance History and proposed handbook revision procedures, was approved by ECUS and will be submitted as a motion for consideration by the university senate at its 15 Mar 2019 meeting.
c. **Workgroups**
   i. Three workgroups submitted draft documents to ECUS, which were discussed and voted on during today's ECUS meeting:
      1) Inventory and Review of Official Documents including but not limited to the Governance History, University Senate Handbook;
      2) University Senate Representation on University-Wide Committees;
      3) 2019-2020 Governance Calendar.
   ii. One workgroup submitted a revised draft document to ECUS-SCC, involving variable committee size (at least 13 and at most 15) and number of volunteers, based on the motion

	to amend the proposed bylaws revisions at the last University Senate meeting: (Bylaws Revisions – Revising the Committee Structure, EAPC/APC)		
	d. **Expenses**		
	i. ECUS will purchase three to six AAUP *Redbooks* to supplement our current archive of six for incoming (2019-20) committee chairs and ECUS members.		
	ii. ECUS will purchase 50 binders, 75-100 pens, 4-5 easel pads, and 10-15 markers for use at the Governance Retreat. There are sufficient dividers and raffle tickets.		
	iii. The Presiding Officer will check our inventory of certificate stock and University Senator pins.		
	iv. The spring meeting of USG Faculty Council will require hotel and driving reimbursement for University Senate's two representatives.		
	v. ECUS decided to wait to use the funds in the Foundation account until it needs something that is not covered by the University Senate budget.		
	e. **University Senate Recognitions**		
	i. <u>Pins</u> First-time elected faculty senator Bradley Alban will		

		receive a pin at the next University Senate meeting.		
		ii. <u>Certificates</u> The plan for certificates is		
		1) During the week of March 4, Alex Blazer runs the report to identify members of committees who are eligible to receive certificates,		
		2) During the week of March 11, Shea Council prints the certificates and submits them for presidential signatures,		
		3) During the week of March 25, Alex and/or Shea will distribute some of the certificates to committee chairs, and include a note describing which committee members are receiving certificates and why,		
		4) During the March 29 meeting, committee chairs will award certificates to the committee members who are not also serving on the 2018-2019 university senate.		
		5) At the 19 Apr 2019 meeting of the 2018-2019 university senate, certificates will be awarded to university		

senators with a term ending in April 2019 as well as university senate leaders (ECUS members, university senate officers, and standing committee officers).

f. **Review Procedures for University Senate Representation on University-Wide Committees** ECUS members provided feedback on the draft. One additional modification was made from the floor of the 1 Mar 2019 ECUS meeting: to insert *By March 1, SCoN reviews and, when necessary, updates the procedures, timeline, table, and/or committee list of this document*. The document will be posted to the university senate website in Word and pdf formats, sent to the President's Office for posting on a university website, and sent to university senate as a supporting document (and point of information) for its 15 Mar 2019 meeting.

g. **2019-2020 Governance Calendar** ECUS members requested feedback on the draft from the university senate at its 15 Feb 2019 meeting and from deans and department chairs. In both cases, no feedback was forthcoming. ECUS adopted the final draft of the 2019-2020 governance calendar and this final draft will be posted to the university senate website.

h. **University Senate Foundation** University Senate has two Foundation

	accounts: 1) University Senate – Operations and 2) University Senate. The Presiding Officer will investigate the reason for the two accounts and, if warranted and possible, merge them.
	   i. University Senate - Operations: $1000.00
	   ii. University Senate: $256.00
	   iii. Total: $1256.00
	   iv. 2018-2019 Donations $1256.00
	   v. Expenses to Date $0.00
	   vi. Remaining $1256.00
	i. **University Senate Budget**
	   i. No change from last month
	   ii. 2018-2019 Budget $5000.00
	      1) Travel (USG Faculty Council Meetings) $675.00
	      2) Office Supplies & Expenses (Printing, Retreat, etc.) $4325.00
	   iii. Total Expended AY 2018-2019 $3402.84
	      1) Travel (USG Faculty Council Meetings) $433.93
	      2) Office Supplies & Expenses $2968.31
	   iv. Remaining **$1597.16**		

Academic Policy Committee (APC) **Rodica Cazacu**	1. **Motions** APC has no motions to submit for university senate consideration at its 15 Mar 2019 meeting. 2. **Officers** The 2018-19 APC officers are Rodica Cazacu (Chair), Lyndall Muschell (Vice-Chair) and Sarah Handwerker (Secretary). 3. **Meeting** The Academic Policy Committee did meet on 01 Mar 2019 from		

	2:00pm to 3:15pm. The following topic was discussed.
	
	a. **Plagiarism Software** – changing the default settings in Banner.
	
	  i. Currently, the box is unchecked by default and if we are planning to use any plagiarism software, our administrative assistants must check the box each semester or we are not allowed to use the software.
	
	  ii. APC members were asked to consult with faculty from their departments on this issue and ask for their preferences. We learned that in some departments the administrative assistants are checking the box for all classes each semester, but there are also faculty who do not know about the existence of the box and that they must request the check if they want to use the software.
	
	  iii. Also most of the faculty believe the Academic Honesty statement we have in our syllabi gives us permission to check for plagiarism.
	
	  iv. APC believes that changing the default to checking the box for all courses is better for all faculty and will draft a recommendation for university senate review as soon as we find the pertinent USG policy.		

Educational and Assessment Policy Committee (EAPC) **Mary Magoulick**	1. **Motions** EAPC has no motions to submit for university senate consideration at its 15 Mar 2019 meeting. 2. **Officers** The 2018-19 EAPC officers are Mary Magoulick (Chair), Matt Forrest (Vice-Chair) and Christine Mutiti (Secretary). 3. **Meeting** The Educational and Assessment Policy Committee did not meet on 01 Mar 2019 from 2:00pm to 3:15pm as there were no items of business requiring the attention of this committee. This report was supplied by Mary Magoulick via email as she extended her *regrets*.		

Faculty Affairs Policy Committee (FAPC)
 	
Ashley Taylor
	1. **Motions** FAPC has no motions to submit for consideration by the university senate at its 15 Mar 2019 meeting.
	2. **Officers** The 2018-19 FAPC officers are Ashley Taylor (Chair), Angela Criscoe (Vice-Chair) and Olha Osobov (Secretary).
	3. **Meeting** The Faculty Affairs Policy Committee did meet on 01 Mar 2019 from 2:00pm to 3:15pm. The following topic was discussed.
	  a. **Midterm Feedback**
	    1) FAPC met to continue our discussion regarding a midterm feedback policy. The committee chair provided a brief overview of the most recent university senate discussions regarding such a policy. We then had open discussion to assess the feasibility and desirability to revise the current midterm evaluation policy to require feedback (via PAWS)		

	for all undergraduate courses. In particular, we noted the benefits, drawbacks, and alternatives of the potential policy change. The interested reader is referred to the 1 Mar 2019 FAPC minutes for these deliberation details. 2) As only 7 of 13 FAPC members were in attendance at the meeting, the committee decided to revisit the issue at the next FAPC meeting in order to collect additional perspectives before bringing the issue to the university senate.		

Resources, Planning and Institutional Policy Committee (RPIPC)
 	
Diana Young
	1. **Motions** RPIPC has no motions to submit for university senate consideration at its 15 Mar 2019 meeting.
	2. **Officers** The 2018-19 RPIPC officers are Diana Young (Chair), Darryl Richardson (Vice-Chair) and Marcela Chiorescu (Secretary).
	3. **Meetings** The Resources, Planning and Institutional Policy Committee did meet on 01 Mar 2019 from 2:00pm to 3:15pm. The following topics were discussed.
	  a. **25Live**
	    i. Dr. Costas Spirou (Senior Associate Provost), Michael Rickenbaker (University Architect), Tracy Norris (Special Assistant to the Provost), Kay Anderson (GC Registrar), and Dennis Brown (Project Manager for 25Live) spoke with RPIPC about the current request bottleneck in Facilities Reservations and the planned roll-		

		out of 25Live, the online facilities/event scheduling system that is replacing R25.		
		ii. Among other things, we learned that a part-time hire will start later in March to support Facilities Reservations approvals, and 25Live will roll out in early June for summer and fall for nonacademic reservation requests.		
		iii. 25Live will change the procedure of making room requests in a way that automates much of the work that Facilities Reservations currently does manually.		
		iv. If people have concerns about requests that are pending, they can contact Tracy directly to resolve those issues.		
		v. The 25Live planners are willing to speak at other campus-wide meetings before the program rollout. Also, there will be regular 25Live training sessions for those who intend to make requests through the system, but those meetings and training sessions are not yet scheduled.		
		vi. RPIPC will reach out to Dennis Brown and Tracy Norris asking if they can create a set of "current status" bullet points that can be disseminated to faculty, staff, and students in various outlets (e.g. Provost Notes, SGA, Staff Council, etc.)		

	b. **Bylaws Revisions** We also discussed the two motions proposing revisions to the university senate bylaws. The interested reader is directed to the 1 Mar 2019 RPIPC minutes for details of this deliberation.		

Student Affairs Policy Committee (SAPC)
 	
Monica Ketchie
 	
for
 	
Joanna Schwartz
	1. **Motions** SAPC has no motions to submit for university senate consideration at its 15 Mar 2019 meeting.
	2. **Officers** The 2018-19 SAPC officers are Joanna Schwartz (Chair), Monica Ketchie (Vice-Chair) and Guy Biyogmam (Secretary).
	3. **Meeting** The Student Affairs Policy Committee did meet on 01 Mar 2019 from 2:00pm to 3:15pm. The following topics were discussed.
	  a. **Student Anxiety**
	    i. Questions and discussion regarding safety measure of student crossings/crosswalk – Witness to Logan's accident spoke (Jaira Dye)
	    ii. What safety awareness programs are in place at GC and what do they entail?
	    iii. When / How are students informed/ invited to participate?
	    iv. Lights on crosswalks?
	    v. Reflectors?
	    vi. GMC Registration of bikes?
	    vii. Change in bus routes?
	    viii. Presently a member stated there is a change in GCSU safety officer?
	  b. **Noro virus**		

	i. Questions and discussion regarding quality and consistency of food at the Max
	ii. Students desire understanding regarding - Food Standards, Food contracts (Sodexo), food choices
	iii. Training of students on food prep, downtown fresh food options.
	iv. Students not wanting to eat at the Max. Lack of trust.
	  c. **Georgia College Early College**
	    i. SGA President Amelia Lord and Chief Student Affairs Officer Shawn Brooks will be meeting with ambassadors doing tours to discuss possible ways to support Georgia College Early College inclusion. They will report back at the 31 Mar 2019 SAPC meeting.
	4. **ECUS-SCC Deliberation** An item of business was steered to SAPC for its consideration: Midterm Feedback. In particular the consideration of drafting a *What to do if no midterm feedback is received for a course* to educate students on recommended actions to take such as to talk to their instructor, the department chair of their instructor, the dean of their instructor, etc.		

V. Information Items Actions/Recommendations			
University Senate Budgets **Alex Blazer**	1. **Foundation Account** is now established and has a balance of **$1256.00**. 2. **Balance** The balance of the university senate budget ($5000 allocation annually) is presently at **$1597.16** as there were no		

	expenditures since the last ECUS meeting. Anticipated expenditures include the reimbursement of attendance expenditures for USGFC meeting attendees <David Johnson and Glynnis Haley> for the spring 2019 USGFC meeting and the items mentioned in the ECUS Report for this meeting.		

University Senate Representatives
 	
Alex Blazer
	7 Sep 2018
	1. *Alex Blazer noted that the inventory of university committees or university task forces desiring one or more university senate representatives is in preparation.*
	   a. *Alex Blazer is presently contacting point persons of these groups to determine/clarify their needs.*
	   b. *Alex Blazer noted that he is supplementing the current minimal information (name of group <committee, task force, etc.>, name of university senate representative) with*
	     1) *desired position characteristic(s) (faculty, staff, student, etc.),*
	     2) *term of service of position*
	     3) *selection process of position*
	     4) *membership of group*
	     5) *charge of group*
	
	5 Oct 2018
	This agenda item was postponed to the next ECUS-SCC meeting due to a shortage of time.
	
	2 Nov 2018
	An update on this item was provided in the ECUS report.		

	7 Dec 2018 *An update on this item was provided in the ECUS report.* **1 Feb 2019** *An update on this item was provided in the ECUS report.* **1 Mar 2019** An update on this item was provided in the ECUS report.		

Inventory and Review of Official Documents of the University Senate
 	
Nicole DeClouette
John Swinton
	7 Sep 2018
	1. *At the 2018 Governance Retreat, Nicole DeClouette and John Swinton agreed to serve as the ECUS work group on this initiative.*
	2. *Presently other obligations are taking precedence for both Nicole DeClouette and John Swinton, and they anticipate making some progress on this initiative by the 5 Oct 2018 ECUS meeting.*
	3. *A brief discussion included the following talking points.*
	   a. There is a list of official documents in the supporting document University Senate Highlights for the 2018 governance retreat which includes university senate mission, vision, beliefs, governing concepts, meeting etiquette, governance history, and the university senator handbook.
	   b. A suggestion was made to fold all of these official documents into the university senator handbook (as chapters) updating as necessary the documents for accuracy, currency, as well as for compliance with university		

	senate bylaws AND adding a revision process. In this way, there will be only one official document to maintain going forward. **5 Oct 2018** *As both John Swinton and Nicole DeClouette had extended regrets and were unable to attend this meeting, Alex Blazer read into the record their update.* *The governance history has been reformatted (larger font) and added as a proposed new section to the university senate handbook. Our next step is to bring this history and references to university senate bylaws up to date. After that, we will draft a proposed revision process to guide future handbook updates.* **2 Nov 2018** *An update on this item was provided in the ECUS report.* **7 Dec 2018** *An update on this item was provided in the ECUS report.* **1 Feb 2019** *An update on this item was provided in the ECUS report.* **1 Mar 2019** An update on this item was provided in the ECUS report.		

VI. Unfinished Business Review of Action & Recommendations, Provide updates (if any) to Follow-up			
Retreat Sessions on Possible Revisions to University Senate and Assessment	**7 Sep 2018** *This agenda item was postponed to the next ECUS-SCC meeting due to a shortage of time.* **5 Oct 2018** *Alex Blazer invited feedback on the proposal to consolidate the scopes of EAPC and APC and dissolve EAPC. A question of what would happen to the EAPC members – would they have a committee assignment? One suggestion was to continue EAPC during 2018-2019 and invite them to assist with the assessment reports pertaining to the upcoming 5-year SACS review. No position was adopted by the full membership present at this meeting as there was not time to do so. This agenda item was postponed to the next ECUS-SCC meeting due to a shortage of time. Discussion might continue via email.* **2 Nov 2018** *Each of the four topics were taken up in the order they were provided in the supporting document disseminated along with the meeting agenda.* 1. *University Senate Officer Selection* a. *Contextual information was provided to present the current process by which the Presiding Officer Elect and Secretary are selected. The process requires SCoN to nominate a single candidate for each officer position. The*		

	university senate bylaws compel the Presiding Officer to extend an invitation for nominations from the floor at the organizational meeting. b. *The point of concern is that a successful candidate nominated from the floor could cause a significant ripple effect into the slate of nominees as the SCoN's nominee might be displaced from ECUS and displace another when assigned to a committee and this displacement could domino across multiple committees.* c. *In spite of this potential shortcoming of the current process, there was not sufficient interest in pursuing an alternate university senate officer process at this time.* 2. *Organizational Committee Meetings* a. *Recently (the last two to three years), organizational committee meetings have not been well attended and multiple committees have not met the quorum needed to call the meeting to order to organize which includes the election of committee officers and considering tentative agenda items for the committee to consider in the coming year based on a review*		

	of the annual report from the previous year's committee.		
	*b. A **MOTION** to conduct organizational committee meetings during the committee breakout session of the governance retreat was made, seconded and adopted with no further discussion. When it was noted that this would require a revision to the university senate bylaws, a **MOTION** to modify the university senate bylaw language pertaining to organizational committee meetings to reflect the preference expressed in the previous motion was made, seconded, and adopted with no further discussion. The suggested timing of presenting this motion to university senate was proposed to be Feb/March to allow the accumulation of any other university senate bylaws revisions that are proposed between now and then.*		
	3. Standing Committee Structure		
	a. It was noted that EAPC has had no business since its recent creation as a CAPC (Curriculum and Assessment Policy Committee) replacement.		

	b. A proposal to dissolve EAPC and merge the scopes of EAPC and APC was made. The talking points were as follows. *i. The number of volunteer positions on APC, SAPC, RPIPC, and FAPC will be reduced in the aggregate by seven due to the seven elected faculty senator positions displaced from EAPC. While the option to mitigate this reduction in volunteer positions (which give a corps of instruction faculty member the opportunity to try out governance with a one year term of service as a volunteer) by adding two corps of instruction positions to each of APC, SAPC, RPIPC, and FAPC and making them of size fifteen rather than thirteen, the prospect of enlarging committee size was not appealing to a majority of those present. Thus enlarging the committee size was not accepted.*		

	ii. *Assessment should be intentionally placed in a committee scope (so as not to lose it) and this would likely be incorporated into the scope of APC.*		
	iii. *Alex Blazer was charged to consult with EAPC to confirm the current membership of the 2018-2019 EAPC (who have not yet met due to lack of business) are supportive of the dissolution of EAPC and report back at the next meeting of ECUS-SCC. This EAPC consultation is necessary due to the absence of the EAPC Chair who may have been able to supply this information during this meeting.*		
	4. *Attendance*		
	a. *There was agreement not to apply any punitive measures on individuals who establish a pattern of not attending meetings of university senate or its committees, but rather to reach out to these individuals to offer assistance in and*		

	encouragement to being present to future meetings.		
	b. *The Presiding Officer Elect (David Johnson) offered to be one to reach out as necessary. His kind offer was quickly accepted by those present. So it was agreed that committee chairs and university senate officers should route the names of individuals establishing a pattern of not attending to David Johnson and he would reach out to these individuals to encourage and assist in resolving the attendance concern.*		
	7 Dec 2018 *The discussion on two of the four aforementioned topics continued.*		
	1. *Committee Organizational Meetings*		
	a. *There was agreement by those present to form a bylaws revision work group to draft proposed revisions to the university senate bylaws pertaining to the rescheduling of the standing committee organizational meetings.*		
	b. *There was a recommendation to keep the language flexible (rather than prescribe the committee breakout session of the governance retreat, designate a body such as ECUS or ECUS-SCC to be the authority to annually set the*		

	timing of these organizational meetings) to avoid the necessity of another revision on this scheduling in the future. c. *Volunteers to this bylaws revision work group were Alex Blazer, David Johnson, and Craig Turner.* 2. *Standing Committee Structure* a. *There was agreement by those present to form a bylaws revision work group to draft proposed revisions to the university senate bylaws pertaining to the standing committee structure.* b. *There was a recommendation to propose the dissolution of EAPC and merge the scopes of APC and EAPC.* c. *There was a recommendation not to increase the committee sizes of existing committees recognizing that this would reduce the number of faculty volunteers necessary to populate these committees going forward. There are plenty of service opportunities for university faculty to include in particular the UCC (University Curriculum Committee) GEC (General Education Committee).* d. *It was noted that the 2017-2018 EAPC annual report*		

		included the following recommendations:		
		i. The committee recommends that the charge of the committee be examined based on the needs of the university.		
		ii. The committee recommends considering the consolidation of the Educational and Assessment Policy Committee and the Academic Policy Committee.		
		e. It was noted that the 2018-2019 EAPC held an email vote regarding the dissolution of EAPC. Of the seven EAPC members that cast votes, all seven supported its dissolution.		
		f. The inclusion of faculty oversight of assessment in the combined scope was proposed.		
		i. Proponents indicated this oversight is founded on AAUP principles.		
		ii. Critics suggested that it would be rather unusual to have faculty oversee an office, in this case the office of university assessment.		
		iii. A compromise position was reached to clarify the		

faculty oversight proposal would be realized satisfactorily if we maintain the existing threads of the EAPC scope pertaining to the advisory role on academic assessment as well as the responsibility to review and recommend for or against policy relating to academic assessment.

    g. *Volunteers to this bylaws revision work group were Alex Blazer, David Johnson, Mary Magoulick, John Swinton, and Craig Turner*

1 Feb 2019
1. *There were two sets of proposed bylaws revisions that were circulated with the agenda of this meeting.*
    a. **Scheduling Organizational Meetings of Standing Committees**
        i. *The draft circulated proposed that within 10 days of the spring organizational university senate meeting, ECUS both*
            1) *determine a meeting date for standing committee organizational meetings and*
            2) *disseminate this date to all standing committee members.*
        ii. *A **MOTION** To endorse the proposed revisions and have*

		ECUS submit the proposal as a motion for university senate consideration was made and seconded.		
		*1) A **MOTION TO AMEND** the draft by excising the duplicate of (replace of of with of) was made, seconded, and endorsed with no further discussion and no dissenting voice and only ECUS members and Standing Committee Chairs eligible to vote.*		
		2) The motion (as amended) was endorsed with no further discussion and no dissenting voice and only ECUS members and Standing Committee Chairs eligible to vote.		
		*b. **Committee Structure***		
		i. The draft circulated proposed that (1) EAPC be dissolved and all references to EAPC throughout the university senate bylaws be excised, and (2) the scope of EAPC be merged with the scope of APC.		
		*ii. A **MOTION** To endorse the proposed revisions and have ECUS submit the proposal as a motion for university senate consideration was made and seconded.*		
		*1) A **MOTION TO AMEND** the draft by*		

a) *adding a corps of instruction position to each of APC, FAPC, RPIPC, and SAPC to increase the number of volunteer positions from 2-4 to 6-8 and the number of positions on these committees from 13 to 14*

b) *reducing the number of Presidential Appointees from five to four, and*

c) *reducing the number of university senators from 50 to 49*

was made, seconded, and endorsed with no further discussion and no dissenting voice and only ECUS members and Standing Committee Chairs eligible to vote.

iii. *The motion (as amended) was endorsed with no further discussion and no dissenting voice and only ECUS members and Standing Committee Chairs eligible to vote.*

1 Mar 2019

1. At the 15 Feb 2019 meeting of the university senate, a proposed revision to a university senate bylaws motion was made. In particular, the pertinent excerpt from the university senate meeting minutes reads as follows.

A **MOTION TO AMEND** the proposed revisions to the university senate bylaws by *setting limits on the size of the standing committees (APC, FAPC, RPIPC, SAPC), specifically a minimum size of thirteen members and a maximum size of fifteen members* was proposed, seconded, and **APPROVED** with no further discussion and with a vocal minority expressing its dissent and only voting members of the university senators eligible to vote.

2. The language drafted by Alex Blazer, David Johnson, and Craig Turner – to address the above university senate motion – had been circulated to ECUS-SCC members with the agenda for this meeting, and Alex Blazer invited feedback on this draft. No feedback and no proposed revisions were forthcoming.

3. A **MOTION** *To endorse the proposed revisions and for Alex Blazer to submit the new language as a supporting document to motion 1819.ECUS.002.B for its second reading by the university senate at its 15 Mar 2019 meeting* was made, seconded, and approved with no further discussion and no dissenting voice and only members of ECUS-SCC eligible to vote.

VII. New Business			
Actions/Recommendations			
Steering of Items to Committees **Alex Blazer**	At the time of this meeting, there were no items that required steering to a committee.		
Committee Annual Reports: Template and Due Date **Alex Blazer**	Alex Blazer noted that the university senate bylaws require annual review of the template and due date for annual reports of committees by standing committee chairs and the members of the executive committee. There was some brief discussion of setting the due date. It was noted that Fri 10 May 2019 was the last day of the four-day final exam period for spring 2019, and was consistent with the 11 May 2019 due date for 2017-18. A **MOTION** *to adopt the existing template with no revisions with a due date no later than 11:59pm Fri 10 May 2019* was made, seconded and adopted with no further discussion and no dissenting voice and only ECUS members and Standing Committee Chairs eligible to vote. *Note: During the preparation of these minutes, an electronic archive for the 2018-2019 annual reports was added to the university senate website.*		
Policy Template **Alex Blazer**	1. **Contextual Information** Sadie Simmons, Compliance/ Policy Officer in Legal Affairs distributed the new PPPM (Policies, Procedures, and Practices Manual) policy template to the University Senate Presiding Officer and University Senate Secretary. The Presiding Officer suggests that the policy template section of the university senate website be divided into two documents: 1) the Policy		

	Template, and 2) the Policy Writing Guide. These documents had been distributed with the agenda. 2. **Postpone Review** The review of the distributed documents was postponed to the next ECUS-SCC meeting. 3. **Non-Compliance Statement** There was interest in receiving the story behind the provocative language of the non-compliance field in the template which reads *Failure to comply with the requirements of this policy may result in disciplinary action up to and including termination or expulsion in accordance with relevant University policies and may result in prosecution in accordance with state and federal law.* Some felt this language was severe, and found it to be particularly conspicuous given its presence, as for every other section of the template (Policy Name, Policy Statement, Definitions, etc.) there was no additional descriptive text included in the template. 4. A recommendation was made to invite Sadie Simmons to the 15 Mar 2019 meeting of the university senate to provide the development of the template and in particular the context for the inclusion of the existing non-compliance statement. For example, is the non-compliance statement required to comply with USG and/ or BoR policy?		
University Senate Agenda and Minutes Review	1. **Tentative Agenda 15 Mar 2019** Based on the committee reports at this meeting a. **Motions** There will be up to four (4) motions on the agenda of this meeting of the university senate.	The motion (circulate minutes) was approved.	1. Alex Blazer to draft the tentative agenda of this university senate meeting.

	i. ECUS
	   1) Bylaws Revisions: Standing Committee Organizational Meetings
	   2) Bylaws Revisions: Committee Structure Modifications (as amended)
	   3) University Senate Handbook
	ii. SCoN
	   1) Slate of Nominees Revision
	b. **Reports** Administrative reports and committee reports and an update on the activities of the University Curriculum Committee (UCC), and the Faculty Salary Review Task Force will also be agenda items.
	c. **Other** The awarding of a university senate pin, an update on Multi-Factor Authentication (MFA), and the Policy Template are other anticipated items. *Note: During the preparation of these minutes, Alex Blazer indicated the Policy Template item will be postponed to the 2:00pm 19 Apr 2019 university senate meeting as Sadie Simmons is not available to attend the 15 Mar 2019 university senate meeting.*
	d. **University Senate Minutes Review** A **MOTION** *that the DRAFT minutes of the 15 Feb 2019 meeting of the university senate be circulated for university senator review* was made and seconded.
			2. There are two motions to be entered into the online motion database: ECUS (1) and SCoN (1). The two proposed revisions to university senate bylaws motions are already in the database.
			3. Craig Turner to circulate the DRAFT of the university senate meeting minutes to university senators for review.

Open Discussion	Open discussion was invited. There was none.		
VIII. Next Meeting (Tentative Agenda, Calendar)			
1. Calendar	15 Mar 2019 @ 3:30pm Univ. Senate A&S 2-72 31 Mar 2019 @ 2:00pm ECUS Parks 301 31 Mar 2019 @ 3:30pm ECUS-SCC Parks 301		
2. Tentative Agenda	Some of the deliberation today may have generated tentative agenda items for future ECUS and ECUS-SCC meetings.		Alex Blazer to ensure that such items (if any) are added to agenda of a future meeting of ECUS or ECUS-SCC.
IX. Adjournment	As there was no further business to consider, a **MOTION** *to adjourn the meeting* was made and seconded.	The motion to adjourn was approved and the meeting adjourned at 4:45 pm.	

Distribution:
First;   To Committee Membership for Review
Second: Posted to the Minutes Website

Approved by: _____
Committee Chairperson (Including this Approval by chair at committee discretion)

COMMITTEE NAME EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS) WITH STANDING COMMITTEE CHAIRS
COMMITTEE OFFICERS ALEX BLAZER (CHAIR), DAVID JOHNSON (VICE-CHAIR), CRAIG TURNER (SECRETARY)
ACADEMIC YEAR 2018-2019
AGGREGATE ATTENDANCE RECORD FOR MEETINGS OF THE EXECUTIVE COMMITTEE AND STANDING COMMITTEE CHAIRS
"P" denotes Present, "A" denotes Absent, "R" denotes Regrets and "N/A" denotes Not Applicable.

Acronyms		EFS = Elected Faculty Senator;									
		CoAS = College of Arts and Sciences, CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences									
Meeting Dates		9/7/2018	10/5/2018	11/2/2018	12/7/2018	2/1/2019	3/1/2019	3/30/2019	Present	Regrets	Absent
Donna Bennett *EFS; Library; ECUS Member*		P	P	P	P	P	P		6	0	0
Alex Blazer *EFS; CoAS; ECUS Chair*		P	P	P	P	P	P		6	0	0
Kelli Brown *Provost*		P	P	R	P	R	R		3	3	0
Nicole DeClouette *EFS; CoE; ECUS Chair Emeritus*		P	R	P	R	R	P		3	3	0
Steve Dorman *University President*		R	R	R	R	R	R		0	6	0
Glynnis Haley *EFS; CoHS; ECUS Member*		P	R	P	P	R	P		4	2	0
David Johnson *EFS; CoAS; ECUS Vice-Chair*		P	P	P	P	P	P		6	0	0
John Swinton *EFS; CoB; ECUS Member*		P	R	P	P	P	P		5	1	0
Craig Turner *EFS; CoAS; ECUS Secretary*		P	P	P	P	P	P		6	0	0
Rodica Cazacu *EFS; CoAS; APC Chair*		P	P	P	P	P	P		6	0	0
Mary Magoulick *EFS; CoAS; EAPC Chair*		P	P	R	P	P	R		4	2	0
Ashley Taylor *EFS; CoAS; FAPC Chair*		R	P	P	P	P	P		5	1	0
Diana Young *EFS; CoAS; RPIPC Chair*		P	P	P	P	P	P		6	0	0
Joanna Schwartz *EFS; CoB; SAPC Chair*		R	P	R	P	P	R		3	3	0

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