

COMMITTEE NAME EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS) WITH STANDING COMMITTEE CHAIRS

MEETING DATE & TIME 29 MARCH 2019; 3:30 –4:45

MEETING LOCATION PARKS ADMINISTRATION BUILDING, ROOM 301

ATTENDANCE

MEMBERS	“P” denotes Present, “A” denotes Absent, “R” denotes Regrets
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P	Donna Bennett (Library, ECUS Member)	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)
R	Nicole DeClouette (CoE, ECUS Chair Emeritus)	P	Mary Magoulick (CoAS, EAPC Chair)
R	Steve Dorman (University President)	R	Ashley Taylor (CoAS, FAPC Chair)
R	Glynnis Haley (CoHS, ECUS Member)	R	Diana Young (CoAS, RPIPC Chair)
P	David Johnson (CoAS, ECUS Vice-Chair)	P	Joanna Schwartz (CoB, SAPC Chair)

GUESTS	Angela Criscoe, FAPC Vice-Chair Darryl Richardson, RPIPC Vice-Chair
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<i>Italicized text denotes information from a previous meeting.</i>	
*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 3:32 pm by Alex Blazer (Chair).		
II. Approval of Agenda	A <u>MOTION</u> to approve the agenda was made and seconded.	The agenda was approved as circulated.	
III. Approval of Minutes	A <u>MOTION</u> to approve the minutes of the 1 Mar 2019 meeting of the Executive	The minutes of the 1 Mar 2019 Executive Committee with	

	<p><i>Committee with Standing Committee Chairs</i> 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.</p>	<p>Standing Committee Chairs meeting were approved as posted, so no additional action was required.</p>	
IV. Reports			
<p>President's Report President Dorman</p>	<p>As President Dorman had extended <i>Regrets</i> and was unable to attend this meeting, there was no President's Report.</p>		
<p>Provost's Report Provost Kelli Brown</p>	<p>As Provost Brown had extended <i>Regrets</i> and was unable to attend this meeting, there was no Provost's Report.</p>		
<p>Subcommittee on Nominations (SCoN) David Johnson</p>	<ol style="list-style-type: none"> 1. <u>Motions</u> SCoN has one motion to submit for university senate consideration at its 3:30pm 19 Apr 2019 meeting. See item 3. 2. <u>Officers</u> The 2018-19 SCoN officers are David Johnson (Chair), (No Vice-Chair position) and Craig Turner (Secretary). 3. <u>Slate of Nominations</u> The draft slate of nominations for 2019-2020 university senate officers, 2019-2020 university senate committee members and 2019-2020 university senate representative was disseminated to those present. <ol style="list-style-type: none"> a. Alex Blazer was the only 2019-2020 University Senate Secretary nominee. b. Multiple individuals were nominated to serve as the 2019-2020 University Senate Presiding Officer Elect. Presently the draft slate shows Lyndall Muschell as the nominee, but she has made it clear she will decline this nomination IF any other nominee becomes a candidate by accepting their nomination. At the time of this 		

	<p>meeting, there were three nominees that were still considering whether or not they wish to accept their nomination. <i>Note: During the preparation of these minutes, Hauke Busch was the only one of the three who accepted the nomination to serve as 2019-2020 University Senate Presiding Officer Elect, and thus Lyndall Muschell has now declined.</i></p> <ul style="list-style-type: none"> c. All committees except APC have a corps of instruction faculty member from each academic unit (Colleges and Library), and the APC lacks only a library representative. d. Most elected faculty senators were placed on a committee corresponding to their first or second preference, a few being placed on a committee corresponding to third preference. e. Committee continuity was realized in the sense that each committee has at least three continuing members. f. We were able to accommodate eleven of the seventeen corps of instruction faculty that expressed interest in serving in a volunteer position on one or more of the committees, each being placed on a committee corresponding to their first or second preference. Individuals who did not serve as volunteer in 2018-2019 were given preference over those individuals who did serve as volunteer in 2018-2019. g. While the four <i>selected staff senators</i> as well as the <i>staff council appointee to SAPC</i> are not yet included on the 		
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	<p>draft, Darryl Richardson (2018-2019 Staff Council Chair) indicated that these individuals will be selected by 10 Apr 2019 (in time to be incorporated into the slate).</p> <p>h. A MOTION to have the SCoN sponsor this slate of nominees motion (agreeing that the presiding officer position nominee was subject to change and the aforementioned staff positions may be filled) was made, seconded, and endorsed with no further deliberation and no dissenting voice and only ECUS members and Standing Committee Chairs eligible to vote.</p> <p>i. This motion will be added to the agenda of the 3:30pm 19 Apr 2019 organizational meeting of the 2019-2020 university senate.</p> <p>4. <u>2019-2020 Organizational Committee Meetings</u> will be held during the committee breakout session at the 2019 Governance Retreat, scheduled for 13 Aug 2019, which in turn means that the 26 Apr 2019 committee organizational meetings are canceled.</p>		
<p>Executive Committee of the University Senate (ECUS)</p> <p>Alex Blazer</p>	<p>1. <u>Motions</u> ECUS has no motions for university senate consideration at its 2:00pm 19 Apr 2019 meeting.</p> <p>2. <u>Officers</u> The 2018-19 ECUS officers are Alex Blazer (Chair), David Johnson (Vice-Chair) and Craig Turner (Secretary).</p> <p>3. <u>Meeting</u> ECUS met on 29 Mar 2019 from 2:00pm to 3:15pm. The following topics were discussed.</p>		

	<p>a. <u>ECUS Annual Report</u> The Presiding Officer's suggestion for one of the goals for the 2019-2020 University Senate is for ECUS to review current practices of and recommend best practices for the maintenances of the PPPM (Policies, Procedures, and Practices Manual), specifically regarding, first, the creation of an annually released pdf version of the manual and, second, incorporating a changelog (notations regarding who, when, and why updates to the manual are made). Other goals might include reviewing and assessing the new governance retreat format, moving the university senate minutes from minutes.gcsu.edu to senate.gcsu.edu, and/ or university senate sponsorship of one or more constitution week events.</p> <p>b. <u>AAUP Redbook</u> Donna Bennett has secured the <i>AAUP Redbook</i> in ebook form, which is intended to be accessible to any member of the university community with unify credentials. We will add this link to the university senate website. During future standing committee officer orientations, ECUS will encourage all standing committee officers to read the <i>Redbook</i> and will give committee chairs the option to receive a physical copy either paid for by our budget or loaned from the university library.</p> <p>c. <u>Recognitions</u></p> <p>i. <u>Certificates</u></p>		
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	<p>1) Shea Council and Alex Blazer prepared certificates for the 2018-2019 academic year.</p> <p>2) Certificates for non-senators on standing committees (appointees, designees, and volunteers, but not Presidential Appointees) were distributed to standing committee chairs to award to committee members at today's (29 Mar 2019 2:00p) standing committee meetings.</p> <p>3) The certificates for university senators who complete their terms in April 2019, 2018-2019 standing committee officers, and 2018-2019 ECUS members will be distributed at the 2:00pm-3:15pm 19 Apr 2019 meeting of the 2018-2019 university senate by its Presiding Officer (Alex Blazer).</p> <p>ii. <u>Pins</u> for first-time university senators will be distributed at the 3:30pm-4:45pm 19 Apr 2019 organizational meeting of the 2019-2020 university senate by its presiding officer (David Johnson).</p> <p>d. <u>2019-2020 Standing Committees Organizational Meetings</u> The plan is to hold these meetings (including officer elections) at the committee breakout session of the 2019 governance retreat, scheduled for 13</p>		
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Aug 2019 rather than 26 Apr 2019 as presently scheduled.

e. **Foundation**

i. Loraine Neligan, Director of University Advancement, explains the difference between the two University Senate Foundation Accounts.

1) *F15320 – University Senate* is a Heritage Fund allocation. The amount may vary from year to year and depends on the unrestricted money available. Current Balance \$256.00

2) *F20087 – University Senate* is an Operating Account for University Senate which is funded by donor-directed donations (as opposed to allocating unrestricted funds). Current Balance \$1000.00

ii. **Combined Balance \$1256.00**

f. **Budget**

i. There is no change in the balance from last month's report.

ii. However, two expenses are anticipated. First, note that we're purchasing supplies for the 2019 governance retreat; second, our University System of Georgia Faculty Council (USGFC) representatives travel and lodging to the spring meeting in early April will need to be reimbursed.

iii. 2018-2019 Budget \$5000.00

	<ol style="list-style-type: none"> 1) <u>Travel</u> (USGFC Reps) \$675.00 2) <u>Office Supplies & Expenses</u> (Printing, Retreat, etc.) \$4325.00 3) <u>Total Expended</u> AY 2018-2019 \$3402.84 4) Balance \$1597.16. <p>g. <u>Open Discussion</u></p> <ol style="list-style-type: none"> i. Faculty Salary Review Task Force Representative John Swinton reported that all data has been received and the group is ready to move forward in drafting its recommendations. <p>h. <u>Committee Annual Reports</u> are due no later than 11:59pm on Friday, 10 May 2019.</p>		
<p>Academic Policy Committee (APC)</p> <p>Rodica Cazacu</p>	<ol style="list-style-type: none"> 1. <u>Motions</u> APC has one motion to submit for university senate consideration at its 2:00pm 19 Apr 2019 meeting. 2. <u>Officers</u> The 2018-19 APC officers are Rodica Cazacu (Chair), Lyndall Muschell (Vice-Chair) and Sarah Handwerker (Secretary). 3. <u>Meeting</u> The Academic Policy Committee did meet on 29 Mar 2019 from 2:00pm to 3:15pm. The following topic was discussed. <ol style="list-style-type: none"> a. <u>Plagiarism Software</u> – changing the default settings in Banner. <ol style="list-style-type: none"> i. The APC discussed and voted on a recommendation regarding the use of plagiarism software at GC. APC recommends, in unanimity, 		

the “plagiarism prevention is used” (PPU) attribute be attached by default to all courses offered at Georgia College.

- ii. History of PPU attribute usage according to Kay Anderson, who serves as the University Registrar.
 - 1) In 2007, the University System of Georgia Board of Regents' Office of Legal Affairs recommended that students be notified of the use in a course of any plagiarism prevention technology such as *Turnitin*. The failure to notify students prior to registration of the required use of plagiarism detection technology has led to legal action in other states. Note that Georgia College & State University has a site license for *Turnitin*.
 - 2) The Office of Legal Affairs also asked institutions to notify students during the registration process whether plagiarism prevention technology will be used in a course. To implement the second recommendation, an attribute will be attached to each course the instructor plans to use plagiarism prevention technology. These attributes will cause a specific notice to appear next to the course when a student registers via Banner Self Service

	<p>(PAWS) that tells the student that plagiarism prevention is used in that section. The notice can simply say</p> <p><i>This course (or section) uses plagiarism prevention technology. Students have the option of submitting papers online through a plagiarism prevention service or allowing the instructor to submit hard copies of these papers. The papers may be retained by the service for the sole purpose of checking for plagiarized content in future student submissions.</i></p> <p>3) If plagiarism prevention technology is not used, there is no need to include a notice.</p> <p>iii. Motion (APC recommendation for setting PPU attribute as default) <i>The “plagiarism prevention is used” (PPU) attribute will be attached to each section of each course offered at Georgia College. This attribute will cause a specific notice to appear next to each course. When a student registers via Banner Self Service (PAWS), the student is informed that plagiarism prevention may be used in that section of the course. Setting the use of plagiarism as the</i></p>		
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	<i>default allows instructors flexibility in using plagiarism prevention technology.</i>		
Educational and Assessment Policy Committee (EAPC) Mary Magoulick	1. <u>Motions</u> EAPC has no motions to submit for university senate consideration at its 2:00pm 9 Apr 2019 meeting. 2. <u>Officers</u> The 2018-19 EAPC officers are Mary Magoulick (Chair), Matt Forrest (Vice-Chair) and Christine Mutiti (Secretary). 3. <u>Meeting</u> The Educational and Assessment Policy Committee did not meet on 29 Mar 2019 from 2:00pm to 3:15pm as there were no items of business requiring the attention of this committee.		
Faculty Affairs Policy Committee (FAPC) Angela Criscoe for Ashley Taylor	1. <u>Motions</u> FAPC has no motions to submit for consideration by the university senate at its 2:00pm 19 Apr 2019 meeting. 2. <u>Officers</u> The 2018-19 FAPC officers are Ashley Taylor (Chair), Angela Criscoe (Vice-Chair) and Olha Osobov (Secretary). 3. <u>Meeting</u> The Faculty Affairs Policy Committee did not meet on 29 Mar 2019 from 2:00pm to 3:15pm as quorum was not attained.		
Resources, Planning and Institutional Policy Committee (RPIPC) Darryl Richardson for Diana Young	1. <u>Motions</u> RPIPC has no motions to submit for university senate consideration at its 2:00pm 19 Apr 2019 meeting. 2. <u>Officers</u> The 2018-19 RPIPC officers are Diana Young (Chair), Darryl Richardson (Vice-Chair) and Marcela Chiorescu (Secretary). 3. <u>Meetings</u> The Resources, Planning and Institutional Policy Committee did meet on 29 Mar 2019 from 2:00pm to 3:15pm. The following topic was discussed.		

	<p>a. <u>12-month Pay Option for Faculty</u> One of the outgoing RPIPC members submitted a written report to RPIPC providing a historical summary of the deliberation on this matter by RPIPC and the USG Faculty Council (USGFC) as well as the support this option had from former chancellor (Hank Huckaby) and former USG chief academic officer (Houston Davis). The interested reader is directed to the minutes of the 29 Mar 2019 RPIPC meeting for additional detail.</p>		
<p>Student Affairs Policy Committee (SAPC) Joanna Schwartz</p>	<p>1. <u>Motions</u> SAPC has no motions to submit for university senate consideration at its 2:00pm 19 Apr 2019 meeting.</p> <p>2. <u>Officers</u> The 2018-19 SAPC officers are Joanna Schwartz (Chair), Monica Ketchie (Vice-Chair) and Guy Biyogmam (Secretary).</p> <p>3. <u>Meeting</u> The Student Affairs Policy Committee did meet on 29 Mar 2019 from 2:00pm to 3:15pm. The following topic was discussed.</p> <p>a. <u>Student Concerns</u></p> <ul style="list-style-type: none"> i. Quality of food at <i>The Max</i> ii. An inconsistency between what is shown in brochures to parents or shown in the local media from what is actually served at <i>The Max</i>. iii. No response from management of <i>The Max</i> to both dining hall survey submissions by students and email sent by students 		

	<ul style="list-style-type: none"> iv. Student requests for establishing <i>dining dollars</i> that would allow students to use meal swipes on their Bobcat Card to pay for meals at other local restaurants. Presently these meal swipes are accepted only at <i>The Max</i>. v. Campus crosswalk safety and other campus safety issues vi. The interested reader is directed to the 03-29-2019 SAPC minutes for additional detail on the SAPC deliberation of these concerns. 		
V. Information Items Actions/Recommendations			
University Senate Budgets Alex Blazer	<ol style="list-style-type: none"> 1. <u>Foundation Account</u> is now established (as two accounts, see ECUS report above) and has a combined balance of \$1256.00. 2. <u>Balance</u> 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. 		

VI. Unfinished Business Review of Action & Recommendations, Provide updates (if any) to Follow-up	There was no unfinished business.		
VII. New Business Actions/Recommendations			
Suggestions on Using the Remaining Funds in the Budget Alex Blazer	Alex Blazer requested suggestions on how the remaining funds in the \$5000 annual budget of the university senate might be used? 1. <u>Question</u> What is the available balance? <i>The statement balance is 1597.16, and at present we anticipate approximately \$500 will be needed to reimburse attendance costs to our attendees of the USGFC as well as \$100 for office supplies for the 2019 governance retreat. This leaves approximately \$997.16.</i> The only suggestion offered was to consider using it for SWAG (door prizes) for the 2019 Governance Retreat. While no official vote was taken, this suggestion was supported by many of those in attendance.		
Steering of Items to Committees Alex Blazer	At the time of this meeting, there were no items that required steering to a committee.		
University Senate Agenda and Minutes Review Alex Blazer Final Scheduled Meeting of the 2018-19 University Senate 2:00pm to 3:15pm 19 Apr 2019	1. <u>Tentative Agenda 19 Apr 2019</u> Based on the committee reports at this meeting a. <u>Motions</u> There will be up to one (1) motion on the agenda of this meeting of the university senate. i. APC Plagiarism Software b. <u>Reports</u> Administrative reports and committee reports and an update on the activities of the University Curriculum Committee (UCC), and the Faculty	The motion (circulate minutes) was approved.	1. Alex Blazer to draft the tentative agenda of this university senate meeting. 2. There is one motion to be entered into the online motion database: APC (1). 3. Craig Turner to circulate the DRAFT of the university senate

	<p>Salary Review Task Force will also be agenda items.</p> <p>c. <u>Other</u></p> <p>i. An update on the Policy Template from Sadie Simmons is another anticipated item.</p> <p>ii. Finally, certificates of recognition will be awarded to</p> <ol style="list-style-type: none"> 1) university senators completing a term of service, 2) university senate leaders (members of the Executive Committee, university senate officers, university senate committee officers). <p>d. <u>University Senate Minutes Review A MOTION</u> <i>that the DRAFT minutes of the 15 Mar 2019 meeting of the university senate be circulated for university senator review was made and seconded.</i></p>		<p>meeting minutes to university senators for review.</p>
<p>University Senate Agenda</p> <p>David Johnson</p> <p>Organizational Meeting of the 2019-20 University Senate</p> <p>3:30pm to 4:45pm</p> <p>19 Apr 2019</p>	<p>1. <u>Tentative Agenda 19 Apr 2019</u> Based on the committee reports at this meeting</p> <p>a. <u>Motions</u> There will be up to one (1) motion on the agenda of this meeting of the university senate.</p> <ol style="list-style-type: none"> i. SCoN Slate of Nominees <p>b. <u>Reports</u> from the Subcommittee on Nominations and the Governance Retreat Planning Committee will be agenda items.</p> <p>c. <u>Other</u> In addition, the awarding of university senate pins to first-time university senators, and the passing of the gavel from Alex Blazer (2018-2019 Presiding Officer) to David Johnson</p>		<ol style="list-style-type: none"> 1. David Johnson to draft the tentative agenda of this university senate meeting. 2. There is one motion to be entered into the online motion database: SCoN (1).

	(2019-2020 Presiding Officer) will be agenda items.		
Open Discussion	Open discussion was invited. There was none.		
VIII. Next Meeting (Tentative Agenda, Calendar)			
1. Calendar	<u>2018-2019 University Senate (Final Meeting)</u> 19 Apr 2019 @ 2:00pm Uni. Senate A&S 2-72 <u>2019-2020 University Senate (Org. Meeting)</u> 19 Apr 2019 @ 3:30pm Uni. Senate A&S 2-72		
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 recommendations to the 2019-2020 ECUS as items in the 2018-2019 ECUS annual report
IX. Adjournment	As there was no further business to consider, a <u>MOTION</u> to adjourn the meeting was made and seconded.	The motion to adjourn was approved and the meeting adjourned at 4:42 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 <i>EFS; Library; ECUS Member</i>	P	P	P	P	P	P	P	7	0	0
Alex Blazer <i>EFS; CoAS; ECUS Chair</i>	P	P	P	P	P	P	P	7	0	0
Kelli Brown <i>Provost</i>	P	P	R	P	R	R	R	3	4	0
Nicole DeClouette <i>EFS; CoE; ECUS Chair Emeritus</i>	P	R	P	R	R	P	R	3	4	0
Steve Dorman <i>University President</i>	R	R	R	R	R	R	R	0	7	0
Glynnis Haley <i>EFS; CoHS; ECUS Member</i>	P	R	P	P	R	P	R	4	3	0
David Johnson <i>EFS; CoAS; ECUS Vice-Chair</i>	P	P	P	P	P	P	P	7	0	0
John Swinton <i>EFS; CoB; ECUS Member</i>	P	R	P	P	P	P	P	6	1	0
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P	P	P	P	P	P	P	7	0	0
Rodica Cazacu <i>EFS; CoAS; APC Chair</i>	P	P	P	P	P	P	P	7	0	0
Mary Magoulick <i>EFS; CoAS; EAPC Chair</i>	P	P	R	P	P	R	P	5	2	0
Ashley Taylor <i>EFS; CoAS; FAPC Chair</i>	R	P	P	P	P	P	R	5	2	0
Diana Young <i>EFS; CoAS; RPIPC Chair</i>	P	P	P	P	P	P	R	6	1	0
Joanna Schwartz <i>EFS; CoB; SAPC Chair</i>	R	P	R	P	P	R	P	4	3	0

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