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**2018-2019 University Senate
Minutes for the 16 Nov 2018 Meeting**

University Senate Officers: Presiding Officer Alex Blazer, Presiding Officer Elect David Johnson, Secretary Craig Turner

PRESENT (36) Susan Allen, Donna Bennett, Alex Blazer, Linda Bradley, Kelli Brown, Hauke Busch, Krystal Canady, Rodica Cazacu, Angela Criscoe, Paulette Cross, Nicole DeClouette, Steve Dorman, Yolanda Foster, Hedwig Fraunhofer, Glynnis Haley, Sarah Handwerker, Jan Hoffmann, Sabrina Hom, David Johnson, Monica Ketchie, Catrena Lisse, Mary Magoulick, Bryan Marshall, Stephanie McClure, Lyndall Muschell, Christine Mutiti, Cedric Norris, Amy Pinney, Joanne Previts, Joanna Schwartz, John Swinton, Craig Turner, Jessica Wallace, Jiaqin Yang, Jenq-Foung Yao, Diana Young.

ABSENT (6) Jamie Addy, Kevin Blanch, Matt Forrest, Min Kim, Darryl Richardson, Mary Catherine Rogers.

REGRETS (8) Robert Blumenthal, Will Hobbs, Alesa Liles, Amelia Lord, Ben McMillan, Christopher Newsome, Ashley Taylor, Tom Toney.

GUESTS (8)

First Name	Last Name	2018-2019 Committee	Description Role on University Senate or Postion at the University
Kay	Anderson	None	<i>University Registrar</i>
Shea	Council	None	<i>Administrative Assistant of the 2018-2019 University Senate</i>
Bob	Orr	RPIPC	<i>Chief Information Officer</i>
Sadie	Simmons	None	<i>Compliance/Policy Officer</i>
John	Sirmans	None	<i>Parliamentarian of the 2018-2019 University Senate</i>
Costas	Spirou	None	<i>Senior Associate Provost & Director of Graduate Studies</i>
Monica	Starley	None	<i>Special Assistant to the President</i>
Carol	Ward	RPIPC	<i>Chief Human Resources Officer</i>

CALL TO ORDER: Alex Blazer, Presiding Officer of the 2018-2019 University Senate, called the meeting to order at 3:30 p.m.

CONSENT AGENDA:

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

II. Section 3.A.4.a. Consent Agenda. A consent agenda, known in Robert’s Rules of Order as a “consent calendar” (11th ed. p.361, III.11-32) may be presented by the Presiding Officer in advance of a regular meeting. Items listed are usually of a routine and uncontroversial nature. For each source committee, items emerging from that source committee are placed on the consent agenda by the Presiding Officer at the request of, and in consultation with, the chair of that source committee. The Presiding Officer may consult with the Executive Committee when setting the consent agenda. The consent agenda is taken up at a regular meeting prior to source committee reports. An item may be removed, without a stated reason, from the consent agenda at the request of any member. Removed items may be taken up either immediately after the consent agenda, placed later on the regular agenda, or added to a future meeting’s agenda at the discretion of the assembly. Items not removed from the consent agenda shall be considered collectively and without amendment or debate. A motion to approve the consent agenda requires a second and a two-thirds majority of those casting votes favoring adoption, assuming the presence of a quorum.

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

AGENDA/MINUTES

1. University Senate Meeting Agenda (11/16/2018)
2. University Senate Meeting Minutes (10/19/2018)

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

AGENDA: The agenda for this meeting was *approved as circulated* as item 1 of the consent agenda.

MINUTES: The minutes of the 19 Oct 2018 university senate meeting were *approved as posted* as item 2 of the consent agenda.

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. The deadline for both trainings is Wednesday, November 21. Should you have any questions, please call Ms. Kelly Prior in Human Resources.
2. **FY2019 BUDGET PROCESS BEGINS** The FY2019 **University Budget Forum** will be held on Monday, November 19, 2018, from 8:30 a.m. – 12:30 p.m. in the University Banquet Room at The MAX. 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 budget overview beginning at 8:30 followed by the deans of the colleges. Following the deans, the vice presidents will present their budget requests. Everyone is encouraged to attend.
3. **VISIT TO TAIWAN** Provost Brown, Dr. Chiang, and I will be traveling to Taiwan later this month at the invitation of Hsia-Ling (Dana) Tai, President of the University of Taipei. Because of our agreement with them that we signed this summer, we were invited to join them in celebrating their 123rd anniversary. The University of Taipei provides quality education with a wider global view, and we value the partnership we have with this institution. Thanks to Tsu-Ming Chiang and JF Yao for assisting in making this partnership possible.
4. **CONGRATULATIONS UNIVERSITY ADVANCEMENT** Congratulations to the Georgia College University Advancement team! At the recent Georgia Education Advancement Council (GEAC), our advancement team won the award for Overall Institutional Excellence in Advancement. Congratulations to our preeminent team!
5. **CONSTRUCTION TIMELINES** There are many construction projects in the planning or implementation process. Here are some of the timelines as we know them:
 - a. Old Courthouse corner signage/seating and landscaping will start over the winter break and take about 3 months to complete.
 - b. Terrell is slated for completion late summer 2019.
 - c. Kilpatrick and Peabody Auditorium should be complete the first of February 2019.
 - d. Russell Auditorium will come offline after Spring semester to begin extensive lighting and other upgrades.
6. **PHISHING** Did you know that some of you in this room have recently received an intentional phishing email message from our Information Technology department? This is part of a Phishing Campaign for the campus. If you receive a message you believe is SPAM or PHISH, do not click on any part of the message. When clicked, many of these phishing emails will allow access to files on your computer. Don't click. Send any suspicious emails to either Mr. Hance Patrick or Dr. Bob Orr in Information Technology.
7. **HAPPY THANKSGIVING** Thanksgiving is a time for us to focus on the blessings and freedoms we enjoy. And, it is a time that we should express our 'thanks.' I want to extend my sincere gratitude to our Georgia College faculty and staff. Your dedication and support are greatly appreciated. Earlier this week, Janie and I attended Thanksgiving Lunch at The Max. We enjoyed seeing so many of you and hearing about your upcoming holiday plans. We left lunch feeling very blessed and reminded of how truly special this

university is to us. Our beautiful campus is filled with caring people who work diligently and tirelessly to make Georgia College preeminent. I am grateful to each of you for your many contributions to Georgia College. May the time you have with family and friends this holiday season be joyful and blessed. And, Thank You! Happy Thanksgiving.

8. **SAVE THE DATES**

a. ***University Budget Forum***

- i. Monday, November 19, 2018
- ii. 8:30 – 12:30 p.m. – University Banquet Room

b. ***Faculty, Staff, & Student Holiday Open House***

- i. Thursday, December 13, 2018
- ii. 9:00 a.m. & 4:00 p.m. – Old Governor’s Mansion

c. ***Winter Commencement***

- i. Saturday, December 15, 2018
- ii. 1:00 p.m. – Centennial Center

9. **QUESTIONS** When the President invited questions from the floor, there were questions on two topics.

a. **Tobacco Use Status in Open Enrollment**

- i. Are you aware of the confusion with the Tobacco Use Status in the context of Open Enrollment? Specifically, there was a requirement to select the Tobacco Use Status (Yes, tobacco user or No, not a tobacco user) and to certify the authenticity of the response for the employee and each dependent of the employee. *This is the first year the default setting was Yes, Tobacco User. When I selected my benefits in open enrollment, I found this confusing, particularly the red print reminder to Certify Tobacco Use Status remaining present after I thought I completed the necessary certification including the selection of a Yes/No and an authenticity certification of the Yes/No response selected.*
- ii. What is the reason for the default option being Yes for Tobacco Use Status? *I have seen no rationale for this provided by the USG.*

1) A comment from the floor At the recent University System of Georgia Faculty Council meeting, we were told that recent data indicates that while 6% of USG employees reported being a tobacco user to their medical doctors, only 3% of these same USG employees reported being a tobacco user within the OneUSG benefits environment during open enrollment.

iii. Comments from the floor by the Chief Human Resources Officer (Carol Ward)

- 1) Make sure you keep the email confirmation that you received from OneUSG following your completion of the selection of your benefits for calendar year 2019. In particular, check to see if the Tobacco Surcharge on this confirmation is correct (as \$0/month for non-use or \$75/month for use) for you and each covered dependent 18 and older.
- 2) If it is not correct or you require assistance, contact Alrick Banks or Julia Williams in Georgia College Human Resources and they can advise you on necessary actions to take to ensure that your tobacco use status is correctly recorded within the OneUSG benefits system for calendar year 2019.

b. **Student: Voting and Excused Absence**

- i. We know there will be a runoff election for secretary of state on 4 Dec 2018. I have heard, yet have been personally unable to confirm, of a Board of Regents (BoR) or University System of Georgia (USG) policy that provides students an excused absence from classes to vote on election days. Can you confirm whether or not this a BoR/USG Policy? *As this is an academic matter, I am asking Provost Brown to research this and follow up with a response.*

1) By the time President Dorman finished his sentence, Provost Brown had located the pertinent Board of Regents policy and read it into the record.

- a) **Board of Regents Policy 4.1.3 Student Voting Privileges** Students are encouraged to vote in all federal, state, and local elections. A student whose class schedule would otherwise prevent him or her from voting will be permitted an excused absence for the interval reasonably required for voting.
 - 2) *As you (faculty) are reasonable people, I do not need to interpret or define reasonable for you.*
 - 3) **A comment from the floor** Some students may be registered to vote in counties other than Baldwin and so may require accommodation for travel to their voting precinct.
 - 4) *One reasonable scenario is that a student returns to their voting precinct prior to Election Day and votes in the morning. It would be reasonable to expect the student to be present for afternoon classes.*
- ii. *I am charging Provost Brown to follow up on this matter with an informational email posted to the faculty email list.*

PROVOST'S REPORT – Provost Kelli Brown

1. **NEW NAME: GRADUATE STUDIES TO GRADUATE SCHOOL** Following approval by the Executive Cabinet on 23 Oct 2018, and in accordance with the university guidelines to rename a unit, the Office of Graduate Studies will be renamed The Graduate School at Georgia College. This will reflect the value of graduate education both internally and externally and will be consistent with practices across higher education and amongst peers and aspirant universities. There will be no organizational changes to the unit since the current administrative structure and format will be maintained. The presence of a Graduate School at GC is not new since the university operated a Graduate School during the 1990s and 2000s. In fact, the institution enjoyed the highest graduate enrollment during that period (1,113 students in 2000) under the leadership of a Graduate Dean. In the latter part of the 2000s and early 2010s, a decentralized model was pursued which relied on colleges and academic departments leading various efforts in graduate enrollment. Unfortunately, enrollment declines followed reaching to a low of 822 students in 2013, a drop of 26.15%. Since 2013, the university embraced a different approach with the appointment of a Director of Graduate Studies, reporting to the Provost. This helped centralize once again the administrative functions and responsibilities and crafted a new coordinated vision for graduate education. During this period, Georgia College made progress on various fronts including the creation of a Graduate Coordinators Committee; the development of new programs/shift of existing programs from on campus to hybrid or fully online formats to better meet the needs of students; a strategic review and realignment of tuition waivers and graduate assistantships; use of Hobsons Radius to improve communications with prospective students; the creation of the Graduate Council that serves curriculum approval and policy related functions in graduate education; the creation of a Graduate Research Grants program; creation of a graduate studies web page allowing for a central presentation of our efforts with information about all GC programs, including graduate program ranking distinctions; in collaboration with University Communications, the annual execution of a graduate branding campaign to coordinate advertising and promotional efforts; move of Graduate Studies to a dedicated space in McIntosh; approval of two doctorates (DNP and EdD); and launching of a new Graduate Retention Initiative. As a result of these changes and the continuous commitment of our Georgia College faculty and staff, the Fall 2018 graduate enrollment increased to 1,031 students (over 25% increase since Fall 2013), reaching one of the highest in the history of the university.
2. **KEY UPCOMING DATES**
 - a. November 19: GC Budget Hearing, 8:30am – 12:30pm University Banquet Room at The MAX
 - b. December 15: Fall Commencement Ceremony, 1:00pm Centennial Center Dr. Chris Clark, Associate Professor of Economics, will be the commencement speaker as last year's Excellence in Teaching award recipient.

3. **QUESTIONS** When the Provost invited questions from the floor, there were none.

UNFINISHED BUSINESS: There were no items of unfinished business.

NEW BUSINESS: There were no items of new business.

COMMITTEE REPORTS:

1. **ACADEMIC POLICY COMMITTEE (APC)** – Rodica Cazacu
Officers: Chair Rodica Cazacu, Vice-Chair Lyndall Muschell, Secretary Sarah Handwerker
 - a. **Meeting** APC did not meet on 02 Nov 2018 from 2:00pm to 3:15pm as there were no items of business requiring the attention of this committee, thus there is nothing to report.
2. **EDUCATIONAL ASSESSMENT AND POLICY COMMITTEE (EAPC)** – Mary Magoulick
Officers: Chair Mary Magoulick, Vice-Chair Matt Forrest, Secretary Christine Mutiti
 - a. **Meeting** EAPC did not meet on 02 Nov 2018 from 2:00pm to 3:15pm as there were no items of business requiring the attention of this committee, thus there is nothing to report.
3. **EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)** – Alex Blazer
Officers: Chair Alex Blazer, Vice-Chair David Johnson, Secretary Craig Turner
 - a. **Meeting** ECUS met on 02 Nov 2018 from 2:00pm to 3:15pm. The following topics were discussed.
 - i. **National Council of Faculty Senates** University System of Georgia Faculty Council (USGFC) sent its Chair Scott Pegan to the October interest meeting in Austin, TX. The group voted to create the National Council of Faculty Senates and organized a number of committees to develop support databases and communication networks for faculty senates around the country.
 - ii. **Inventory and Review of Official Documents including but not limited to the Governance History, University Senate Handbook** An ECUS workgroup (John Swinton and Nicole DeClouette) is making progress on editing these documents which will culminate with a set of proposed revisions subject to the approval of the university senate and university president.
 - iii. **2019-2020 Governance Calendar** An ECUS work group (Alex Blazer, David Johnson, and Craig Turner) is making progress on confirming dates and arranging meeting times.
 - iv. **University Senate Representation on University-Wide Committees** Executive Cabinet reviewed and confirmed the compositions, charges, and meeting schedules for all university committees and task forces, including committees that do not require University Senate representation. The intention is to make the committees and task forces available on both the University Senate website and a university website to be determined. ECUS has begun discussions on who should represent the University Senate on academic and non-academic committees as well as ways to standardize the appointment of these representatives.
 - v. **Bylaws Revisions** ECUS and Standing Committee Chairs (SCC) discussed the Governance Retreat feedback on possible changes to University Senate. The discussion of attendance resulted in the Presiding Officer Elect reaching out to members about attendance, and the discussion of University Senate Officer Selection did not result in enough interest to pursue an alternate university senate officer selection process at this time. Two other discussions will result in proposed bylaws revisions.
 - 1) **Organizational Committee Meetings** 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 organizational meeting to order which includes the election of committee officers and determining 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. ECUS and SCC will propose a bylaw revision in which organizational committee meetings will be held during the committee breakout session of the governance retreat early in fall semester.

- 2) **Standing Committee Structure** It was noted that EAPC has had no business since its recent creation as a CAPC (Curriculum and Assessment Policy Committee) replacement. A proposal to dissolve EAPC and merge the scopes of EAPC and APC was made. There was discussion of increasing the size of the other standing committees to allow for both the redistribution of EAPC's seven elected faculty senators to other standing committees and maintenance of the same number of volunteers, but most did not find increasing the committee size appealing. The 2018-2019 EAPC will be asked if they are supportive of the dissolution of EAPC. Pending confirmation from EAPC, ECUS and SCC expect to send to university senate a motion to amend the bylaws early in spring 2019 semester.

4. **SUBCOMMITTEE ON NOMINATIONS** (SCoN) – David Johnson

Officers: Chair David Johnson, Secretary Craig Turner, No Vice-Chair position for this committee.

- a. **Report** The report was "No Report."

5. **FACULTY AFFAIRS POLICY COMMITTEE** (FAPC) – Angela Criscoe for Ashley Taylor

Officers: Chair Ashley Taylor, Vice-Chair Angela Criscoe, Secretary Olha Osobov

- a. **Meeting** FAPC met on 02 Nov 2018 from 2:00pm to 3:15pm. The following topic was discussed.

- i. **Midterm Feedback** We were asked by APC to consider the possibility of using the Student Rating of Instruction Survey (SRIS) to assess whether or not students are receiving midterm feedback using the following question: "Did you receive meaningful feedback on your performance in this class prior to the middle of the semester?"

FAPC members emphasized the importance of timely and meaningful student feedback, but also voiced a number of concerns including:

- 1) how students might (mis)interpret the question
- 2) how the data from the survey might be used in faculty evaluations
- 3) the timing of the question (Faculty were not in favor of adding a question to the end of term survey)

We are not prepared to move forward with any proposed changes to the SRIS at this time. However, we will invite representatives from the Student Government Association (SGA) to our next meeting to further discuss the scope of the issue and obtain further details about the type of feedback students find meaningful.

6. **RESOURCES, PLANNING AND INSTITUTIONAL POLICY COMMITTEE** (RPIPC) – Diana Young

Officers: Chair Diana Young, Vice-Chair Darryl Richardson, Secretary Marcela Chiorescu

- a. **Meeting** RPIPC did not meet on 02 Nov 2018 from 2:00pm to 3:15pm as there were no items of business requiring the attention of this committee, thus there is nothing to report.

7. **STUDENT AFFAIRS POLICY COMMITTEE** (SAPC) – Joanna Schwartz

Officers: Chair Joanna Schwartz, Vice-Chair Monica Ketchie, Secretary Guy Biyogmam

- a. **Meeting** SAPC met on 02 Nov 2018 from 2:00pm to 3:15pm. The following topics were discussed.

- i. **Student Bobcat Email** The committee continued discussion on the students' concern about their Bobcat E-mail addresses. Students presented evidence that some colleges in the

region are using more professional E-mail addresses for their students. The complexity of the matter is that Employee E-mail addresses and Student E-mail addresses are using different domains. The gcsu.edu domain is a Microsoft domain and bobcats.gcsu.edu is a Google domain. Having similar addresses will required giving up one of the domains. No resolution was determined and SAPC will continue this discussion at its next meeting.

- ii. **Early College** The committee discussed with Dr Runee B. Sallad, Director of Georgia College Early College Program, ways to better integrate Early College students into the Georgia College Community. Discussion included the exchange of thoughts regarding the underlying problems and potential remedies were offered. The ideas will be synthesized and addressed at the next SAPC meeting. The interested reader is directed to the 2 Nov 2018 SAPC minutes for details of the committee deliberation on this matter.

8. **STUDENT GOVERNMENT ASSOCIATION (SGA)** – Cedric Norris for Amelia Lord

Officers: President Amelia Lord, Vice President Sarah Smith, Secretary Daniel Goorsky, Treasurer Avery Perkins

- a. **Hanging of the Greens** will be Wed 5 Dec 2018 at 6pm. We will be lighting the decorations around 7:00pm and free cookies, hot chocolate and other treats will be provided.

ANNOUNCEMENTS/ INFORMATION ITEMS:

1. **UNIVERSITY SYSTEM OF GEORGIA FACULTY COUNCIL (USGFC) UPDATE** – David Johnson

- a. David Johnson noted that the USGFC voting member composition is one faculty member (often a faculty governance body chair or equivalent) from each USG institution and that the USGFC is an advisory council to the USG Chancellor (or designee). Additional details can be found by reading BoR policy 3.2.3.1 and perusing the USGFC website https://www.usg.edu/faculty_council/ David Johnson is our institutional voting member of the USGFC and attended its fall meeting for which the following are highlights.

- i. **Dr. Marti Venn, Deputy Vice Chancellor for Academic Affairs**

- 1) The Chancellor's Learning Scholars (CLSs) will be facilitators of Faculty Learning Communities (FLCs) on their campus. The faculty selected to facilitate individual FLCs will receive a two-year appointment, a stipend, and the title of Chancellor's Learning Scholar. The Chancellor's Learning Scholars will receive support and training in fall 2018 through teams of experts from the USG's Centers for Teaching and Learning (CTL).
- 2) Teaching and Learning Communities The USG Faculty Learning Community (FLC) project provides an opportunity for faculty and staff from USG institutions to enhance their understanding of a topic related to teaching and learning.
- 3) LEAP initiative: essential learning outcomes and high-impact practices
- 4) Regents' Teaching Excellence Awards (Dec 4, 2018 deadline for next year's awards)
- 5) Possibly ahead (currently in discussion): Teaching Certificates

- ii. **Karin Elliott, Interim Vice Chancellor of Human Resources**

- 1) **ORP will be consolidated throughout the USG system**

- a) This is for efficiency and saving money.
- b) Vendors will be Fidelity, TIAA, and VALIC.
- c) There will be a new online system with TIAA as record keeper.
- d) During Jan-Apr 2019 we can select new vendors/funds; those who do not select a new vendor/fund will be automatically defaulted into a similar fund to the one that they have been using.

- 2) **University Senate Conversation** *It was noted from the floor of the university senate that there would soon be more information about this consolidation from Human Resources disseminated to employees.*

- iii. Dr. Steve Wrigley, Chancellor
 - 1) Board of Regent's charges to USG institutions: graduate more students, make college more affordable, operate more efficiently.
 - 2) USG demographic changes: Georgia high schools have graduated an increasing number of students over the last 30 years, but those numbers will flatten out; graduating seniors have changed from 20% to 50% non-white in that time span.
 - 3) There is a poor national perception of higher education (that it is heading in the wrong direction).
 - 4) There will be an entirely new leadership in the state capitol, from the governor all the way down to staffers, come January 2019.
 - 5) USG has fallen behind in faculty compensation in the last 8-10 years.
 - 6) No new university consolidations are currently being planned or even discussed.
 - iv. Dr. Tristan Denley, Vice Chancellor and Chief Academic Officer
 - 1) **Momentum Year** promotes getting Freshmen to make a purposeful choice on a focus area or program, enter with a productive academic mindset, complete their core English and math, complete nine credits towards their academic focus area, and complete 30 or more credits, all within their first year.
 - 2) **Nexus Degree**: a brand new college degree that requires a 42-hour core, 12 hours of 3000-level coursework, and 6 hours of experiential learning. The degree requires an employer partnership and is a pathway to an in-demand field. The Nexus Degree is meant to be a "nimble" degree that can be earned along with a Bachelor's degree (similar to a minor), or as an 18-hour post-baccalaureate area of study.
 - 3) **University Senate Conversation**
 - a) *A nexus degree promoting one skill seems antithetical to the liberal arts.*
 - b) *Are we required to offer a nexus degree? No.*
 - c) *As our institutional GC Journeys program is the way we are addressing the USG Momentum Year initiative, you may not hear the term Momentum Year at GC.*
2. **FACULTY SALARY REVIEW TASK FORCE UPDATE** – John Swinton (University Senate Representative)
- a. **Task Force Website** <http://www.gcsu.edu/provost/faculty-salary-review-task-force>
 - b. **10/08/2018: Initial/Organizational Meeting**
 - i. **Members**
 - 1) Ex Officio: Provost Brown, Susan Allen, Craig Turner;
 - 2) Members Robert Blumenthal, Sallie Coke, Neil Jones, John Swinton (Senate Representative);
 - 3) Chair Russ Williams
 - ii. **Tasks**
 - 1) Recommend acceptable salary ranges for each discipline and rank for all full time faculty. These ranges are to assist in the recruitment and retention of highly qualified faculty in our attempt to become a nationally preeminent public liberal arts institution. Among other factors, we are to use information from approved aspirational schools (as determined by the BoR/USG, the GCSU Cabinet, and relevant accrediting bodies) to develop our recommendations.
 - 2) Fully document all work done.
 - 3) Create a philosophy to guide future salary reviews.
 - c. **10/15/2018: Review of Data Requirements**
 - i. **Guest Dr. Chris Ferland (AVP Institutional Research)**
 - ii. **Discussion Topics**
 - 1) Challenge of gathering data

- a) No reliable source of data that provides institution/rank/discipline data - AAUP and IPEDS do not provide discipline based information.
 - b) CUPA-HR (College and University Professional Association for Human Resources) may have (broad) discipline level data but not for specific institutions. We do not know at this point.
 - c) Little reason to believe institutions will share data that they do not report to other bodies. We will ask anyway.
- 2) Moving forward
- a) Check CUPA-HR
 - b) Reach out to a few aspirational schools to see what they will share
 - c) Look into alternative avenues for obtaining discipline-based data
- d. **10/22/2018: Discussion of CUPA-HR as data source**
- i. Present Craig Turner, Robert Blumenthal, Neil Jones, John Swinton (Senate Representative), Russ Williams
 - ii. Discussion Topics
 - 1) Russ set up secure shared drive to share information. He and Craig supplied lists of 19 comparison and aspirant schools to consider. As of yet, no lists from College Deans.
 - 2) Russ investigated the possibility that some of the schools on the list have done recent salary studies similar to what we are undertaking. There was limited information available.
 - 3) CUPA-HR data appear to be available by discipline (CIP coded) and rank for participating schools. These data may fit our needs.
 - 4) We agreed that the 19 schools already identified as peer or aspirant schools should be our point of embarkation. But first, it would be a good idea to compare what CUPA-HR reports about us with what we know about the data we report to them.
- e. **10/28/2018: Establish Priority Tasks**
- i. Present Craig Turner, Robert Blumenthal, John Swinton (Senate Representative), Russ Williams
 - ii. Discussion Topics
 - 1) Russ provided access to CUPA-HR data.
 - 2) Robert provided a summary of Master's Institution data by rank and 2-digit CIP code to provide an idea of what data might look like.
 - 3) John and Craig volunteered to try to draw Georgia College's data from CUPA-HR site. (CUPA-HR reports require a minimum of eight schools in a comparison group for data to be drawn. GCSU data appears in the left most data columns.)
 - 4) John and Craig shared their first attempts to draw data with the group.
- f. **11/05/2018: Continuing data discussions**
- i. Present Craig Turner, Robert Blumenthal, Russ Williams, Neil Jones, John Swinton (Senate Representative) late (Craig took notes)
 - ii. Discussion Topics
 - 1) Russ has requested from institutional HR the 2017-18 data submitted by HR to CUPA-HR in order to see if we can reconcile it to data found in the CUPA-HR reports we are running.
 - 2) Institutional data are recorded in the OneUSG delivered record keeping system and there are multiple fields (job title, institutional title, Regents title, IPEDS academic rank) that house rank information for every faculty member. At times these ranks for a given faculty member are not consistently populated. Our University staff are working with the OneUSG leadership to learn more about the data requirements and rectify these problems.

- 3) The task force reviewed its charge regarding proposing additional aspirant institutions.
 - 4) For its 12 Nov 2018 meeting, members of the task force are to review the CUPA-HR participant list <https://www.cupahr.org/surveys/results/faculty-in-higher-education/> (of institutions that submitted 2017-2018 academic year faculty salaries to CUPA-HR) for proposed aspirants (of course the vision and mission should be comparable to Georgia College). Of particular interest would be USG and CoPLAC institutions.
- g. **11/12/2018: Continuing data discussions**
- i. Present Craig Turner, Sallie Coke, Neil Jones, Robert Blumenthal, Russ Williams, John Swinton
 - ii. Discussion Topics
 - 1) Discussion of aligning GC data with CUPA-HR data: Russ provided summary headcounts for Georgia College departments and ranks to demonstrate that what we see internally does not match perfectly with CUPA-HR data that represent us. In order to identify discrepancies, Russ will provide a version of the data that organizes faculty by 4-digit CIP codes. This should allow us to determine whether or not we have a version of the data that will cleanly match with appropriate comparison groups within the CUPA-HR data.
 - 2) We finalized a list of task-force-recommended peer and aspirant schools subject to approval of the Executive Cabinet. The goal is to have sufficient number of institutions for both our peer group and aspirant group to match all of the CIP codes we use (which represent faculty discipline categories) to these other groupings. We agreed that COPLAC schools that supply data to CUPA-HR and offer masters degrees (with a couple of exceptions) should be considered. I will report a final list once one has been approved by Executive Cabinet.
- h. **University Senate Conversation**
- i. *The task force has access to CUPA-HR reports providing faculty salary data for a set of at least eight institutions by rank/discipline where discipline is based on CIP codes of 2/4/6 digits. The task force is presently favoring the 4 digit CIP codes, note CIP is an acronym for Classification of Instructional Programs.*
 - ii. *The task force is presently working to reconcile Georgia College Institutional Research 2017-18 rank/discipline data with that shown on the aforementioned CUPA-HR reports.*
 - iii. *Next steps include determining a set of aspirant institutions to use as a comparison group. Note that CUPA-HR will not produce a report for fewer than eight institutions to promote confidentiality of the data for a given institution.*
 - iv. *Is gender going to be a factor in the task force analysis of faculty salaries? This is not part of our primary formal charge of creating salary bands (minimum, midpoint, maximum) for each discipline and rank. As your university representative, I will ensure its consideration by the task force. A comment from the floor provided a reminder that according to a report shared at the 2018 governance retreat, there is presently no gender inequity in faculty salaries at Georgia College.*
 - v. *Note that time in rank will be a factor under consideration by the task force.*
 - vi. *Can you share additional information about the proposed aspirant institutions? As the task force is using CUPA-HR data from its most recent (2017-2018) faculty salary survey, the proposed aspirant institutions were mined from the set of CUPA-HR survey participants. Most, but not all, of the task-force-proposed aspirants were USG institutions or CoPLAC institutions. Other proposed aspirants were selected based on similar classification. The aspirant list will be shared once the final version is approved by the Executive Cabinet where the task-force-proposed aspirant list is presently under review.*

3. **UNIVERSITY CURRICULUM COMMITTEE (UCC) UPDATE** – Lyndall Muschell (UCC Chair)
 - a. **University Curriculum Committee and General Education Committee**
 - i. **Curriculum Approval Website** The new system for submitting and tracking proposals related to curriculum is now in place. All proposals can be easily located and tracked to determine progress and decisions. Relevant forms and resources are located on the GC Curriculum Approval website (<http://www.gcsu.edu/provost/gc-curriculum-approval>). Parts of this website are accessible only with unify credentials.
 - ii. **Action Items**
 - 1) Change of Program of Study – BS in Special Education and New Course Proposal **(Recommended by UCC October 26, 2018)**
 - iii. **Information Items**
 - 1) **General Education Committee (GEC)**
 - a) ENGL 2130 *American Literature* – **Recommended by GEC for inclusion in Area C1, October 19, 2018**
 - b) GC1Y *From Brown and Gold to Green and Blue: The History of Georgia College* – **Recommended by GEC, October 19, 2018**
 - c) GC2Y *Thinking through Religion* – **Recommended by GEC, October 19, 2018**
 - d) GC2Y *History of Religions* – **Recommended by GEC, October 19, 2018**
 - e) GC2Y *The Real World? Documentary in the Netflix Era* – **Recommended by GEC, October 19, 2018**
 - 2) **Graduate Council**
 - a) Online Delivery of Special Education MAT in addition to Face –to-Face, **Recommended October 12, 2018**
 - b) New Graduate course in Music, MUED 5820, **Recommended October 12, 2018**
 - c) Deactivation of six English courses: ENGL 5469, 5673, 5935, 6050, 6055, 6855, **Recommended October 12, 2018**
 - d) New Graduate Courses: NRSB 7300, 7310, 7320, 7330, 7340, 7500, **Recommended November 9, 2018**
 - e) **Certificate, Post-MSN Nurse Midwifery, Recommended November 9, 2018**
 - f) **Concentration, MSN (online) with a Concentration in Nurse Midwifery, Recommended November 9, 2018**
 - g) Certificate, Post-MSN Women’s Health Nurse Practitioner, **Recommended November 9, 2018**
 - h) Concentration, MSN (online) with a Concentration in Women’s Health Nurse Practitioner, **Recommended November 9, 2018**
 - i) Modify Graduate Admissions Requirements, College of Health Sciences, **Recommended November 9, 2018**
 - j) MAT Special Education program, add EDIT 5202 and remove EDEX 6115, **Recommended November 9, 2018**
 - k) The Graduate Council is currently looking at the appointment to and/or application for Graduate Faculty status.

OPEN DISCUSSION: Alex Blazer invited open discussion from the floor. There was one announcement provided.

1. **THE WRITING CENTER** had its grand re-opening this past Wednesday (14 Nov 2018) after relocating to 2-56 Arts & Sciences. The writing center provides a free service for all students, undergraduate and graduate. Consultants assist students in the writing process, from brainstorming and organization of

projects to revision and polishing. For assistance, please stop by OR call 478.445.3370 OR email writing.center@gcsu.edu

ADJOURN:

1. **ATTENDANCE AND THE SIGN-IN SHEET** Alex Blazer 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 4:26 p.m.

SUPPORTING DOCUMENTS

1. There is one supporting document
 - a. *MFC-FY2020_CraigTurner_2018-11-14_FINAL* (MSWord, pdf) An update on the work of the Mandatory Fee Committee disseminated to the university senate via email by Craig Turner.