

**SHARED GOVERNANCE EXECUTIVE COMMITTEE  
MINUTES OF THE MEETING OF NOVEMBER 19, 2012  
3:30 P.M., UNA BOARD ROOM**

The Shared Governance Executive Committee met at 3:30 p.m. on Monday, November 19, 2012, in the UNA Board Room. The following members were present: Mr. James B. Eubanks, Dr. Vagn K. Hansen, Dr. Daniel L. Hendricks, Ms. Jennifer S. Irons, Dr. Marilyn B. Lee, Mr. William E. Riley, Dr. Richard A. Statom, Dr. John G. Thornell, and Ms. Darlene P. Townsend. Dr. Brenda H. Webb, Chairperson, presided.

Call Meeting to Order

Chair Webb called the meeting to order.

Approval of the Agenda

Upon motion by Dr. Statom and second by Mr. Riley, the agenda was approved unanimously as amended to add Clarification of Policy on Centers and Institutes to the Chair's Report.

Approval of the Minutes of the Meeting of November 5, 2012

Dr. Statom moved approval and Ms. Irons seconded the motion. The motion was approved unanimously.

Report of the Chair

Chair Webb summarized the status of the following proposals: committee structure changes, policy on centers and institutes, students participating early in commencement, university scholarship working group, and grading practices.

Centers and Institutes

With regard to the recently-approved policy on Centers and Institutes, it was confirmed that the three Centers under current consideration are academic in nature and should be considered by the Faculty Senate as a faculty-only issue. Dr. Thornell will develop a proposal for transmittal by the Shared Governance Executive Committee to the Faculty Senate.

Section 2.5.4. of the Faculty Handbook

Dr. Statom made a motion and Mr. Riley seconded the motion to present this request to the Faculty Senate as a faculty only issue. The motion was approved unanimously.

### Request from the Department of Music and Theatre to Increase Adjunct Faculty Pay for Applied Music Lessons

Dr. Thornell moved approval for discussion and Mr. Riley seconded the motion. The motion was approved unanimously. Dr. Statom made a motion and Ms. Irons seconded the motion to consider this an item to be reviewed by all constituent groups, beginning with Faculty/Staff Welfare Committee followed by all three Senates, with the suggestion that Drs. Vagn Hansen and David McCullough be invited to present the proposal. The motion was approved unanimously.

### Revision of Shared Governance Document

When revision of the Shared Governance document occurs, the following revisions will be considered: (a) a method may be recommended for proposals needing consideration by a shared governance committee and one or more Senates but not necessarily all Senate bodies; and (b) revision of the following charge to all committees: “to handle all proposals affecting university policy according to section C.2 ‘Shared Governance Procedure for Policy Change Recommendations’” to “to handle any proposals the committee may make affecting university policy according to section C.2 ‘Shared Governance Procedure for Policy Change Recommendations’”.

### Replacement of Idena Beckwith on Human Subjects Committee and Multicultural Advisory Committee

Dr. Statom made a motion and Mr. Riley seconded the motion to recommend to President Cale the appointment of Lynn Underwood to serve as Idena Beckwith’s replacement on the Human Subjects Committee and Peggy Bergeron to serve as Idena Beckwith’s replacement on the Multicultural Advisory Committee. The motion was approved unanimously.

### Consideration of staff recommendations from Shared Governance Committees for 2013-2014

Dr. Hansen made a motion and Dr. Thornell seconded the motion to recommend to President Cale that a staff-at-large position on the Academic and Student Affairs Committee be re-designated as Student Affairs staff. The motion was approved unanimously. Dr. Statom moved approval of the Distance Learning Advisory Committee proposed revisions and Mr. Riley seconded the motion. Dr. Thornell made a subsequent motion and Dr. Hansen seconded the motion to recommend to President Cale the following: approve revision of item 1 of the function; since that portion of the charge applies to all shared governance committees, postpone approval of item 4 of the function until such time as the SGEC proposes changes to the shared governance document; not recommend the addition of the Instructional Designer and DL Outreach Coordinator positions as ex-officio nonvoting members but rather remove the Director of ETS, Coordinator of Academic Technology, and Coordinator of Distance Learning as non-voting members of the committee and designate one ETS faculty member to be selected by the ETS Director; and approve the addition of the Director of Professional and Interdisciplinary Studies as an ex officio, voting member. The motion was approved unanimously. Dr. Thornell

moved approval for discussion of the Human Subjects Committee proposed revisions and Mr. Riley seconded the motion. The motion was tabled by consensus. Chair Webb will inform Jackie Williams that the SGEC was not supportive of two chairs but that the Human Subjects Committee can appoint subcommittees within the committee to handle the workload of addressing IRB applications. No action was taken on the proposal by the International Programs Offerings Committee since those changes had been approved in the SGEC meeting of 9-24-12. With regard to the specificity desired for the faculty and student appointments, it was determined by consensus the committee could bring persons to any meeting to serve as resources to the committee and Chair Webb will communicate such to the committee. Dr. Thornell made a motion and Mr. Riley seconded the motion approving the recommended changes to the Strategic Planning and Budget Study Committee with the clarification that the three staff members are staff-at-large. The motion was approved unanimously.

#### Comments from Constituent Representatives

For the SGA, President Will Riley reported the following: a meeting was held with SGA, Sodexo representatives, Cindy Conlon, Kevin Jacques, Jim Eubanks, and Food Service Chair Bret Jennings to discuss concerns with operating hours, WOW Wings placement in the SRC, and communication regarding campus events and the availability of food services. For the Faculty Senate, President Marilyn Lee reported that the Faculty Affairs Committee will be considering new faculty orientation recommendations and possible orientation of new senators, and a meeting was held with President Cale and Dr. Thornell to address issues with regard to the Faculty Attitude Survey. There was no report from the Staff Senate or Administration.

By consensus, the meeting adjourned at 4:40 p.m.

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Brenda Webb, Chairperson