

**SHARED GOVERNANCE EXECUTIVE COMMITTEE  
MINUTES OF THE MEETING OF FEBRUARY 4, 2013  
3:30 P.M., UNA BOARD ROOM**

The Shared Governance Executive Committee met at 3:30 p.m. on Monday, February 4, 2013, in the UNA Board Room. The following members were present: Dr. Larry W. Adams, Mr. James B. Eubanks, Dr. Vagn K. Hansen, Dr. Daniel L. Hendricks, Ms. Jennifer S. Irons, Mr. Kevin L. Jacques, 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.

Strategic Plan Update

Mr. David Shields, Vice President for Student Affairs and Chair of the Strategic Planning Committee, was in attendance to provide a status report on the University's update of its Strategic Plan to include a very focused plan with the main variables of recruitment, retention, new programs, and generating new revenue streams. A review of the vision, mission, and goals is currently taking place to be followed by a SWOTS (strengths, weaknesses, opportunities, and threats) analysis with a goal of presenting a plan to the Board of Trustees in June.

Approval of the Agenda

Upon motion by Dr. Statom and second by Dr. Adams, the agenda was approved unanimously.

Approval of the Minutes of the Meeting of January 23, 2013

Dr. Thornell moved approval and Mr. Jacques seconded the motion. The motion was approved unanimously.

Report of the Chair

Chair Webb summarized the following: shared governance committee elections, revision of transient enrollment policy, grading policy, and last date of attendance; and proposals approved by President Cale: promotion portion of job changes policy, change in composition of Human Subjects Committee, and editorial changes to section 3.2.2 of Faculty Handbook.

Unfinished Business – Last Date of Attendance Policy

To reconcile differences within the review of Last Date of Attendance, Dr. Adams made a motion and Mr. Eubanks seconded the motion approving a slightly reworded version of the

Faculty Senate proposal as follows: Students should expect their instructors to monitor attendance as required by the Federal Student Aid Handbook (Volume 5, Chapter 2). The motion was approved unanimously.

#### Environmental Services Promotion Proposal

Dr. Statom made a motion and Mr. Jacques seconded the motion to consider this an item to be reviewed by all constituent groups, beginning with the Faculty/Staff Welfare Committee followed by all three Senates but ask the F/S Welfare Committee to consider the following ideas in the review: should this proposal come under the Staff Compensation Ladder currently under development and involve all custodial positions (not only Environmental Services staff) and should all items belong to this proposal (i.e., dictation of training program, etc.). The motion was approved unanimously.

#### Academic Dishonesty Incident Report (to be used in conjunction with Academic Honesty Policy)

Dr. Statom made a motion and Mr. Jacques seconded the motion to present this request to the Faculty Senate as a faculty only issue and point out that it is simply the creation of a form to facilitate the policy and not a change to the Academic Honesty Policy. The motion was approved unanimously.

#### Second Degree/Second Major

Mr. Jacques made a motion and Dr. Hansen seconded the motion to consider this an item to be reviewed by all constituent groups, beginning with the Academic and Student Affairs Committee followed by all three Senates. The motion was approved unanimously.

#### Section 3.2.2 of Faculty Handbook – Applied Music Lesson Pay

Dr. Statom made a motion and Dr. Adams seconded the motion to consider this an item to be reviewed by all constituent groups, beginning with the Faculty/Staff Welfare Committee followed by all three Senates. The motion was approved unanimously.

#### Review of Insurance Costs

Dr. Adams made a motion and Dr. Statom seconded the motion to consider this an item to be reviewed by all constituent groups, beginning with the Faculty/Staff Welfare Committee followed by all three Senates. The motion was approved unanimously.

#### Comments from Constituent Representatives

For the SGA, President Riley reported on a successful inaugural SGA Leadership Summit presented to 35 prospective students prior to the Friday performance of Step Sing. For the Staff Senate, President Jim Eubanks reported that the first meeting of the semester will occur on February 11 to include a Strategic Plan Update by David Shields. For the Faculty Senate,

President Marilyn Lee reported that the first meeting of the semester will occur on February 7, Idena Beckwith has been replaced with Will Brewer on the Faculty Senate, and Charlotte Cramer has been appointed as the nursing representative to the IPO Committee. For the Administration, Dr. Hansen reported the University Awards Gala will be held on April 29.

Upon motion by Mr. Riley and second by Dr. Statom, the meeting adjourned at 4:25 p.m.

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Brenda Webb, Chairperson