

**SHARED GOVERNANCE EXECUTIVE COMMITTEE
MINUTES OF THE MEETING OF AUGUST 22, 2016
3 P.M., BIBB GRAVES CONFERENCE ROOM**

The Shared Governance Executive Committee met at 3 p.m. on Monday, August 22, 2016, in the Board Room of Bibb Graves Hall. The following members were present: Dr. David Brommer, Dr. Greg Carnes, Mr. Drake Vaccaro for Ms. Sarah Green, Ms. Jennifer Irons, Dr. Kevin Jacques, Mr. Bret Jennings, Dr. Lamont Maddox for Dr. Katie Kinney, Dr. Marilyn Lee, Dr. Lee Renfroe, Mr. David Shields, and Dr. John Thornell. Dr. Scott Infanger, Chairperson, presided. President Ken Kitts and Dr. Vince Brewton attended as guests.

Call of Meeting to Order

Chair Infanger called the meeting to order.

Academic Program Analysis

President Ken Kitts, along with Drs. Vince Brewton and John Thornell, presented a proposal, with Board of Trustees encouragement, to undertake a data driven office and program level assessment to determine appropriate staff ratios, productivity, and efficiency to ensure that university resources are being used at optimal efficiency. By consensus, SGEC members were in support of the proposal and following discussion, President Kitts offered to formulate and resubmit a refined proposal for the establishment of two ad hoc committees with a mission statement and proposed membership.

Approval of Agenda

Dr. Lee moved approval and Dr. Renfroe seconded the motion. The motion was approved unanimously.

Approval of Minutes of the Meeting of April 25 and May 13, 2016

Dr. Lee moved approval and Dr. Carnes seconded the motion. The motion was approved unanimously.

Report from the Chair

Chair Infanger reviewed the SGEC composition and committee charge as contained in the Shared Governance Document, and he reported that shared governance committee chair training would occur in the near future.

Addition of Sick Leave Policy to Faculty Handbook

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

Appointment of Vice Chair

Dr. Thornell nominated Dr. Lee Renfroe as Vice Chair. With no additional nominations, Dr. Renfroe was elected by acclamation. Per Dr. Jacques' request that the SGEC explore the possibility of a staff person serving in the position of SGEC Chair, it was determined that a request of that nature would need to be formally made through the Staff Senate, the most recent request of which was withdrawn by the Staff Senate.

Request from the Institutional Effectiveness Committee to expand the membership to add the QEP Director as a voting member

Dr. Lee moved approval and Mr. Shields seconded the motion. The motion was approved unanimously.

Request from the Human Research Participants Committee to change the name of the committee to Institutional Review Board (IRB)

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

Request from the Readmissions Committee for a Revision to its Role

Dr. Lee made a motion and Dr. Carnes seconded the motion to refer the request to newly-appointed Associate Vice President Ron Patterson for (1) input, (2) recommendations on the subcommittee composition, and (3) an assessment of whether it is a FERPA violation for students to serve on the Readmissions Committee with access to other student information/records. The motion was approved unanimously.

Approval of Committee Appointments

Request from Staff Senate for appointment of Ken Starks to the seat vacated by Jermaine Ferguson on the Food Services Committee (staff member from University Residences)

Dr. Lee moved approval and Dr. Renfroe seconded the motion. The motion was approved unanimously.

Revision of Appendix 2A of Faculty Handbook – Policies Concerning Adjunct Faculty

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

Revision of Section 3.15 of Faculty Handbook – Faculty Evaluation

Dr. Lee made a motion and Ms. Irons seconded the motion to present this request to the Faculty Senate as a faculty only issue. The motion was approved unanimously.

Revision of Section 2.5.1 of Faculty Handbook – Recognition of Certain Master’s Degrees as a Terminal Degree

Mr. Shields made a motion and Dr. Jacques seconded the motion to present this request to the Faculty Senate as a faculty only issue. Following a brief discussion, the motion was withdrawn. Dr. Lee made a subsequent motion, seconded by Ms. Irons, and unanimously approved to consider this item approved as editorial for presentation to President Kitts for approval.

Revision of Section 2.5 of Faculty Handbook – Policies on Promotion and Tenure, and the Associated Appendices

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

Revision to Sections of Faculty Handbook – Presidential Delegation of Signature Authority to VPAA and Provost on Some Matters

Dr. Carnes made a motion and Dr. Maddox seconded the motion to present this request to the Faculty Senate as a faculty only issue. Following a brief discussion, Dr. Carnes made a subsequent motion, seconded by Ms. Irons, and unanimously approved to revise the proposed revisions in the section on Faculty and Staff Research and Consulting Activities from Vice President for Academic Affairs and Provost to appropriate Executive Council member and present the proposal to the Faculty Senate as a faculty only issue.

Revision of Sections 2.5.2 and 3.2.2 of Faculty Handbook – Flexibility of Assigning 15-Hour Teaching Loads to Some Non-Tenure-Track Faculty

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

Revision of Section 3.3.3 of Faculty Handbook – Curriculum Development

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

Proposal from the Online Learning Advisory Committee relative to Course Captioning for Students with Disabilities

Dr. Lee made a motion and Dr. Renfroe seconded the motion to present this request to the Academic and Student Affairs Committee followed by all three Senates. Following discussion, the motion was withdrawn. Dr. Lee made a subsequent motion, seconded by Dr. Renfroe, and unanimously approved to return the proposal to the Online Learning Advisory Committee with a request that it draft a proposal for implementation of the points contained in the report.

Announcement/Reminder – 2016-17 meeting schedule

3:00 p.m. on Mondays in the UNA Board Room, unless otherwise noted: August 22, September 6 (Tuesday, because of Labor Day Holiday), September 19, October 3, October 17, October 31, November 14, November 28, January 9, January 23, February 6, February 20, March 6, March 20, April 10, April 24

This was an information item that required no action from the Committee.

Comments from Constituent Representatives

For the SGA, Mr. Shields reported that a summer retreat was held at which the SGA set ambitious and lofty goals. For the Staff Senate, Dr. Jacques reported that the Staff Senate is evaluating its survey and will establish goals from it. For the Faculty Senate, Dr. Brommer reported that the Faculty Senate is awaiting results from the Faculty Attitude Survey and the Senate will hold its first meeting of the semester next week. Dr. Renfroe reminded SGEC members to stop for ice cream on the Norton lawn following Tuesday's opening faculty-staff meeting. For the Administration, Dr. Thornell invited SGEC members to attend the Global Lions BBQ hosted by International Affairs at 5:30 p.m. this date and noted expected participation at the opening faculty/staff meeting on Tuesday. Mr. Shields reported that students moved into residence halls over the weekend, a record number 1,446 residence hall contracts are in hand, and encouraged employee participation in the September Mane Month welcome activities.

By consensus, the meeting adjourned at 5:15 p.m.

Scott Infanger, Chairperson