

**SHARED GOVERNANCE EXECUTIVE COMMITTEE
MINUTES OF THE MEETING OF AUGUST 26, 2013
3:30 P.M., UNA BOARD ROOM**

The Shared Governance Executive Committee met at 3:30 p.m. on Monday, August 26, 2013, in the UNA Board Room. The following members were present: Dr. Vagn K. Hansen, Ms. Jennifer S. Irons, Mr. Bret Jennings, Dr. Kristy Oden, Dr. Lesley Peterson, Dr. John G. Thornell, Ms. Melissa Thornton, Ms. Darlene P. Townsend, and Dr. Brenda H. Webb. Dr. Larry W. Adams, Chairperson, presided.

Call of Meeting to Order

Chair Adams called the meeting to order. Committee members introduced themselves and reported the area they represent.

Approval of the Agenda

Dr. Hansen moved approval of the agenda and Dr. Thornell seconded the motion. The motion was approved unanimously.

Approval of the Minutes of the Meetings of May 6, July 3, and July 16, 2013

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

Report of the Chair

Dr. Adams summarized the last meeting of 2012-13 held among the President, outgoing Chair Webb, and incoming Chair Adams.

Unfinished Business (carryover from 2012-13)

Chair Adams summarized the status of the following proposals: Revision of Chapter 5, Faculty Handbook – clean-up language (awaiting Faculty Senate review); Student Copyright Notice (awaiting Faculty Senate, SGA review); Environmental Services Promotion (awaiting word from F/S Welfare Work Group); Shared Governance Document Revision (awaiting Presidential review); Computer Administrative Rights and Network/Computer Monitoring (awaiting Faculty Senate, SGA review); Graphic Standards Guide (returned to Originator for revision, awaiting return); and Promotion Application Revision (awaiting Faculty Senate review).

Revised Shared Governance Document

Dr. Thornell made a motion and Dr. Hansen seconded the motion to table action on the revised shared governance document to the next meeting. The motion was approved

unanimously. Upon motion by Dr. Hansen, second by Mr. Jennings, and unanimous vote, a working group of Brenda Webb, Lesley Peterson, and Melissa Thornton was formed to address the concerns/inconsistencies raised by President Cale and present the findings to the Shared Governance Executive Committee at the next meeting.

Election of Vice Chair

Upon volunteering, Dr. Kristy Oden was declared elected as Vice Chair by acclamation.

Change of January 21, 2014 Meeting (conflicts with Curriculum Committee meeting) to January 22, 2014

By consensus, the SGEC meeting of January 21 was moved to January 22, 2014.

Revisions to section 2.5.2 of the Faculty Handbook – Exceptions to Faculty Promotions

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

Revisions to section 2.5.3 and 2.5.4 of Faculty Handbook – Electronic Portfolios

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

Revisions to Appendix 2A of the Faculty Handbook – Mileage Reimbursement to Adjunct Faculty

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

Revisions to section 2.4.3, 3.2.2, and Appendix 2A of the Faculty Handbook to address Affordable Care Act issues

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

Revision to Grievance and Due Process Procedures

Dr. Hansen made a motion and Dr. Webb seconded the motion to return the proposal to the Originator to address the following concerns: the proposed policy revisions, intended to separate grade appeals from grievance and due process, overlap and/or conflict with the Grievance Procedure in the Student Handbook with said differences needing correction before the proposal is considered. The motion was approved unanimously.

Title Change on Safety and Emergency Preparedness Committee: Coordinator of Telecommunications to Network Services Manager

Ms. Irons made a motion and Dr. Hansen seconded the motion to recommend to President Cale the title change of Coordinator of Telecommunications to Network Services Manager on the Safety and Emergency Preparedness Committee. The motion was approved unanimously.

Possible elimination of Assistant ODIE from Multicultural Advisory Committee

Ms. Townsend made a motion and Dr. Webb seconded the motion to recommend elimination of the Assistant ODIE position from the Multicultural Advisory Committee. The motion was approved unanimously.

Multicultural Advisory Committee, Graphics Standards and Web Communications Committee, Human Subjects Committee – supervise election of Chair/Vice Chair

By consensus, Chair Adams was given the authority to supervise the election of Chair and Vice Chair positions on the aforementioned committees.

Creation of a General Education Work Group of the Undergraduate Curriculum Committee

Dr. Thornell made a motion and Dr. Hansen seconded the motion to recommend to President Cale the creation of a General Education Work Group of the Curriculum Committee. The motion was approved unanimously.

Comments from Constituent Representatives

For the SGA, there was no report due to the absence of President Laura Giles. The Staff Senate and Faculty Senate Presidents did not make a report since the first fall meetings for each group have not yet been held. For the Administration, there was no report.

The meeting adjourned at 4:45 p.m.

Larry Adams, Chairperson