

EXECUTIVE COMMITTEE MINUTES Staff Council – Georgia State University	Date:	March 7, 2017 3-4 p.m. WebEx
	Recorded by:	Fran Mohr
Attending:	D. Anthony Bush, Janice Byrd, Zduy Chu, Emily Cowdrick, Kike Ehigiator, Jacob English, Kenya Johnson, Colleen Joyce, Fran Mohr, Anna Moore-Johnson, Jowanna Tillman, Ariday Walkes, Shelly-Ann Williams	
Excused:	Excused: Sonda Abernathy, Kashira Baker, Marolyn Gentles, Harley Granville, John Medlock, Teresa Ward,	
Unexcused:	Unexcused: Amber Amari, Wayne Clanton, Quennaldria Drake, Korita Slaton	
	Guests: Mary McLaughlin, Jennifer McCormick and Jodie Harper	

Agenda item:	Approval of Previous Meeting minutes – Kenya Johnson
Discussion Summary	None
Action Items:	The minutes from the February 9, 2017, EC Meeting were approved

Agenda item:	Administrative Assessment – Mary McLaughlin, Office of Institutional Effectiveness
Discussion Summary	<ul style="list-style-type: none"> Handout (Information in Addendum Section below minutes) was sent prior to the meeting that included history of the assessment process. Began 2008. Last motion was sent made by Charles Gilbreath at end of 2016. Consolidation temporarily slowed this motion. (See Addendum Section below) <p>Background</p> <ul style="list-style-type: none"> Administrative Assessment is required by accreditation and a report is required annually. When Mary McLaughlin began her position in OIE-Office of Institutional Effectiveness, she changed numerous aspects of the assessment and took it out of the academic world and put it back into the organizational development and business flow of the institution. She tried to reduce redundancies and use existing reports. <p>Proposed Procedure and Process</p> <ul style="list-style-type: none"> The Staff Council Executive Committee will receive the Administrative Assessment Report every year from a representative of the Office of Institutional Effectiveness (OIE)

	<ul style="list-style-type: none"> • Staff council would have an information responsibility to the P & D Committee to the University Senate. Council members will advise the OIE on any needed updates to the process. The Executive Committee can receive as much or as little as it wishes. It could be the reviewer body or let it be part of a committee. <p>Suggestions:</p> <ul style="list-style-type: none"> • Ownership and oversight of this process could possibly be in a Staff Council committee for and review assistance for OIE. It was suggested that this oversight be housed in the Staff Development Committee as a subcommittee. The committee might identify needs for the staff and/or opportunities for internal or external recognition, including the Chancellor’s Annual Service Excellence Awards. • The Staff Council member who serves on the P&D (Planning and Development) Senate Committee should report the findings to the University Senate. <p>Benefit:</p> <ul style="list-style-type: none"> • Involving the Staff Council in the receiving, influencing and acting on the annual report, in addition to presenting the report to the University Senate would allow the Staff Council to be informed of the staff’s activities throughout the university and receive university-wide recognition for the achievements.
Action Items:	<ul style="list-style-type: none"> • Decision of processes and procedure will be tabled until after the next discussion of the merger of the Staff Development and Advancement and the Staff Recognition Committees

Agenda item:	<p>Bylaw Updates Proposals – Janice Byrd</p> <ol style="list-style-type: none"> 1. Change start of election cycle from February to January in the Staff Council Bylaws Section 2, A 2. Combine the Staff Recognition and the Staff Development and Advancement Committees
Discussion Summary	<p>Proposal 1</p> <p>Change start of election cycle from February to January in the Staff Council Bylaws Section 2, A: Administrative Committee as follows: <i>The nominations and elections process will be coordinated each year by the Staff Council Office and Administrative Committee. The nomination and election process will begin in February January. New representatives begin their terms with the March meeting.</i></p> <p>This will make the senate and representative elections dates match</p> <p>Comment: Senators cannot hold offices unless they also are elected Staff Council Representatives. An exception was made in 2016 for one year because of the lack of a Chair Elect.</p>

Proposal 2

Combine the Staff Recognition and the Staff Development and Advancement Committees

The responsibilities of the separate committees overlap which created confusion. The proposal is to create one large committee in which subcommittees can address the various responsibilities for action.

Question: Why were there two committees created in the first place? Jowanna Tillman provided the following historical answer. In the past, the Staff Council had staff scholarships, staff funding and two annual staff events. Those committees had and still have a central HR liaison, but those liaisons may not have been used to their full capacity. Also, relationships with other university departments have not been maintained which was where much of the funding originated.

Specifically, Central Human Resources and Recreation have funds that potentially could be tapped for staff activities, but those have not been sought in the past few years. With the consolidation and changes, in addition to newer Staff Council members, the overall university structure has not been understood and some of those relationships were not maintained. Those collaborations remain an opportunity that would benefit the council. The work should not get lost and standing subcommittees could be dedicated to the different activities and responsibilities of the large committee.

Question: Where will the focus on staff Advancement be?

Zduy Chu responded. Advancement is dropped from the name of the committee, but the mission of the committees will not change, but be combined. Advancement still is a critical piece.

The mission and responsibilities of the new proposed committee will be:

Mission: The Staff Development & Recognition Committee is committed to building a workplace environment focused on employee engagement and continuous improvement by developing skills through learning opportunities, promoting employee recognition and reinforcing mutual respect among all GSU employees.

Responsibilities: The Staff Development & Recognition Committee shall:

- Develop training programs annually that address the needs of current staff.

	<ul style="list-style-type: none"> • Increase staff engagement through education and awareness of staff activities, professional development opportunities and achievements. • Promote and solicit staff participation in the Chancellor’s Annual Service Excellence awards program. • Assess professional development training for satisfaction and effectiveness. • Perform any other activities, consistent with this committee and/or the Staff Council’s bylaws, as the Staff Council deems necessary or appropriate. • Report all actions and findings to the Staff Council Executive Committee and keep the council apprised of its proposed acquisitions and activities. • Make recommendations to the Staff Council. <p>The full proposal and explanations are on the attached document.</p>
Action Items:	<ul style="list-style-type: none"> • Proposal 1 was approved and will be presented to the full Staff Council at the March meeting. The Bylaws now state: Staff Council Bylaws Section 2, A: Administrative Committee as follows: <i>The nominations and elections process will be coordinated each year by the Staff Council Office and Administrative Committee. The nomination and election process will begin in January. New representatives begin their terms with the March meeting.</i> • Proposal 2 was approved to merge the Staff Recognition and the Staff Development and Advancement Committees to create a new Staff Development and Recognition Committee. This will be presented to the full Staff Council at the March meeting.

Agenda item:	Staff Council Member Updates – Kenya Johnson
Discussion Summary	<p>Kenya shared the following reminders about the upcoming March meeting agenda items</p> <ul style="list-style-type: none"> • Swearing in of new Staff Council representatives and staff senators at the March meeting • Voting on the officers • Voting on the proposals • Considering a mini orientation session that would include an overview of committees and university governance. Jowanna Tillman will provide an overview of the university governance structure and where the council fits • Allow time for socializing

	<ul style="list-style-type: none"> Remind all Staff Council representatives that their term is two years and the commitment they are making to actively participate <p>Suggestions:</p> <ul style="list-style-type: none"> Form committees earlier than the April meeting Have refreshments at the March meeting
Action Items:	Kenya will set the March meeting agenda

Agenda item:	Committee Reports
Discussion Summary	<p>Admissions & Standards - Shelly-Ann Williams and Kike Ehigiator</p> <p>The Admission and Standards met on February 22, 2017, and discussed three motions:</p> <ol style="list-style-type: none"> A Motion to revise Honors College Atlanta campus, transfer, and Perimeter College transition student admission standards <p>Additions:</p> <ul style="list-style-type: none"> "Transfer student and non-Honors Perimeter College transition applicants must have been admitted to Georgia State through the Office of Admissions, have a cumulative transfer GPA of at least 3.5, and must have completed a minimum of 30 credit hours at the previous institution to be considered for admission to the Honors College." ... " Perimeter College Honors students may enter the Atlanta campus Honors College in one of two ways depending on their GPA and credit hours earned. The first way is to enter the Atlanta campus Honors College in the first semester of enrollment at the Atlanta campus as a transition student. Transition students must have been admitted to the Atlanta campus through the Office of Admissions, have a cumulative institutional GPA of at least 3.3 and must have completed a minimum of 30 Perimeter College credit hours. At least 12 of these hours must be Honors credit (can be a combination of 4 two- to four-hour courses if necessary). The second way is for Perimeter College Honors students to apply to the Honors College in semesters subsequent to their first enrollment at the Atlanta campus. This option is open to students who meet the minimums above, regardless of whether they met the minimums at the time of transition to the Atlanta campus. These students may apply during the annual student application period (see above section regarding currently enrolled students). The application for admission to the Honors College will open for submissions on March 1 and close on May 1 each year; applicants will be evaluated based on their completed credit hours and cumulative institutional grade point averages as of the

completion of the spring semester. Admission to the Honors College is for the fall semester and is offered on a space-available basis to the most highly qualified applicants. Students who do not meet the minimum academic requirements for admission consideration but wish to pursue Honors course work should contact the Honors College staff."

2. A motion to add updates to section 3210 (Computer Science) of the Undergraduate Catalog: Updates statement.

- "Courses retaken using the university Repeat to Replace policy are not counted as first attempts.
- Where more than one course may be taken toward fulfilling the requirement (items two and three above), the first attempt at the first course taken from the list will be used to calculate the major eligibility grade-point average. For example, in item 3, if a student takes MATH 1112 before taking MATH 2211, then the first attempt at MATH 1112 will be used for the major eligibility GPA."

3. A motion to achieve priority registration for contracted Georgia State University ROTC students.

- "These students receive scholarship money from the government via the military in various forms. Most contracted ROTC students receive 100% scholarship benefits that carry with them the expectation that these students graduate within four years so that a commission into the military can occur within a timely and financially efficient fashion.
- **Recommendation**
- Priority registration would allow these students to register for their required courses early and would thus eliminate their need to register for unnecessary courses. Priority registration would also allow them to maximize their education benefits, increase graduation and retention rates, and minimize the number of semesters needed to graduate.
- Priority registration would allow these students to properly execute their degree plans to graduate on time and commission as officers in the United States military. Granting priority registration would be the single, greatest act GSU administration could perform to empower ROTC students with the opportunity to succeed."

QEP – The phase for idea submission will be open until April 4, 2017.

FACP (Fiscal Advisory Committee to the President) - Kenya Johnson

- Budget cut 1-3% for all departments. The VPs and Deans will determine how to reconcile that cut.

Sustainability - Jodie Harper

- Preparing for the Earth Week activities, April 17-21. Largest festival is 11a-2p on April 20 Earth Week Festival/Fair. Volunteers needed.

Administration – Janice Byrd

- Elections almost are over. There is a tie in one Senator seat. Another partial election may have to be held.

IS&T – Anthony Bush

- Group meets tomorrow

****Reports submitted prior to the meeting via email****

Cultural Diversity Committee - Harley Granville

The group met Tuesday, February 7, 2017 and discussed the following:

1. **Travel Ban and GSU International Students**-Heather Housley, the Director of International Student and Scholar Services (ISSS) spoke about how international students at GSU might be affected by the recent executive order (now lifted) which denied US entry to people from 7 different countries. As long as they are following the rules outlined in SEVIS, they are not illegal.
2. **EATS**-Committee members were encouraged to participate in the EATS program, later in the semester, whereby faculty and staff host international students in their homes for a traditional American meal.
3. **Diversity & Inclusion**: John Day, Director of Diversity Educational Planning, reported that the diversity profile instruments have been sent out to faculty and staff to be piloted. There have also been a number of successful lunch and learns this year. The office is also planning to employ gamification with an online passport program to increase student awareness of student services by going to different places on campus for points.
4. **Faculty Diversity**-Diane Belcher (Chair, CDC) proposed that the CDC committee draft a motion to require a trained Diversity and Inclusion advocate to advise faculty search and/or promotion committees to increase diversity. A suggestion was made that a proposal include several components. Diane will draft a proposal

and send it to committee members.

5. **Transphobia and exclusion**-Kristie Walker reported that there is an app to help transgender students find appropriate restrooms near them anywhere in the US, including GSU:
<http://www.refugerestrooms.org/>.

Faculty Affairs – Harley Granville

The Faculty Affairs Committee met on January 10, 2017, and discussed the following:

1) Kathryn McClymond circulated a FAC draft memo on “**Salary Compression,**” as requested by the full FAC committee in Spring 2016. Discussion led to a conclusion to invite Dr. Robin Morris, Associate Provost for Strategic Initiatives and Innovation, to attend the next FAC meeting and to provide an update on the salary compression plan. McClymond will invite him to the next FAC meeting.

2) **Administrative Evaluations:** A draft policy regarding evaluating Associate Deans was presented to the Deans by Rainbolt, Fredrick and McClymond. The Deans shared their questions about the process, and some Deans have requested additional conversations. Rainbolt, McClymond, and Fredrick will follow up.

3) **Equity:** Report on the survey regarding length of sojourn at Associate Professor rank is being finalized and will be forwarded to the Provost and the Senate Executive Committee.

4) **SEI:** The Committee met in December; created structure for proposed document; there are 3 sections; 8 narratives are being developed and will be disseminated for review.

The Committee on Academic Programs – John Medlock

The committee met on 2/21 and approved a wide range of programs (most trying to make the catalog deadline; see attached). The group also heard a presentation on the QEP Quality Enhancement Plan, which will need to be developed for the next SACSCOC review. There is an online portal with info about QEPs at other institutions and a form for proposing ideas.

	<p>The Campus Sustainability - Marolyn Gentles – The committee will be seeking Staff Council’s assistance in the celebration festivities of Earth Week (April 17-21st). More information will be forthcoming.</p> <p>Senate Budget – Jowanna Tillman.</p> <p>Issues discussed were the following:</p> <ol style="list-style-type: none"> 1. The language on Title IX—which has to do with reporting sexual violence on campus. GTAs (Graduate Teaching Assistants) are, like faculty, required to report any allegations of such violence. 2. The new policy defines the types of assistantships we offer; GLAs have been eliminated as they are the same as GRAs (Graduate Research Assistants). 3. Campus-wide, there is inconsistent FERPA training. At the moment, the training employees receive meets the bare minimum (all GTAs receive a memo), but there is no central office in charge of such training. 4. The caps and floors for stipends received the bulk of the discussion.
Action Items:	NA

	The meeting was adjourned at 4:07 p.m.
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Addendum – Additional Information

Administrative Assessment Proposal

Administrative Assessment Transition Plan

History

Administrative assessment has been a part of OIE since the last reaffirmation in 2008.

WEAVE Online was a tool used at this time to track reports.

The SACSCOC accrediting standard that requires this assessment is as follows:

3.3.1 The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results in each of the following areas: (*Institutionaleffectiveness*)

3.3.1.1. educational programs, to include student learning outcomes

3.3.1.2. administrative support services

3.3.1.3. academic and student support services

3.3.1.4. research within its mission, if appropriate

3.3.1.5. community/public service within its mission, if appropriate

Here is more detail on administrative support section:

3.3.1.2 Administrative support services

Relevant Questions for Consideration

- s How are expected outcomes clearly defined in measurable terms for each unit?
- s What is the evidence of assessment activities for each unit?
- s How are periodic reviews used for improvements?
- s How does the institution's use of assessment results improve administrative support services?
- s What assessment instruments were used and why were they selected? Were multiple assessment methods used? If so, describe.

In 2012 Mary McLaughlin took the helm of administrative assessment at GSU. Meetings with administrative unit reporters across campus were conducted and a "Think Tank" comprised of seasoned administrators from each division was convened.

- The Think Tank updated the mission of administrative assessment to the following:

Reduce redundancy, articulate the needs of the BOR and SACSCOC as essential elements of the assessment structure, generate new cross-department analysis, optimize data resources, encourage continuous quality improvement.

- This group also recommended A new, more streamlined approach to administrative assessment be developed in partnership with administrative leadership and more grounded in the cycle of the administrative world, not modeled after academic reports. (Up to this point there were 2 administrative review requirements – ASUR and the annual review)
- Annual face-to-face meetings with unit representatives were scheduled. This helped put a face to the name and the process, and helped to ensure unit representatives that someone was listening and reading their submissions.
- **WeaveOnline became an optional tool.**
 - a. Units could enter annual assessment information into the WeaveOnline template.

- b. Units could submit an existing annual report that summarized the goals and improvements over the last year
 - **The ASUR process was revised by substantially narrowing the scope of the document, eliminating review teams, and making the process collaborative between the unit and OIE.**
 - c. This new ASUR was piloted with Finance and Admin and then put on hold when
 - d. consolidation was announced.
2. **Staff Council** was presented with a motion to involve the Staff Council in the Administrative Assessment process. The motion was presented and voted on by the Executive Committee and a follow up e-vote was called March 14, 2016. (email summary attached)
 3. **Consolidation: process on hold while we consolidated.**
 4. 2016-17: Purchased XITRACS new tool

Recommendations Post Consolidation:

GSU is currently in candidacy for Reaffirmation – we are the class of 2019

SACSCOC is revising their standards and has recommended moving the standard that requires administrative assessment away from the student assessment standards to a new section entitled “administrative leadership”

Based on the proposed changes to and reclassification of the SACSCOC standard dealing with administrative assessment, the following is a recommended course of action.

- There should be one review process that occurs annually
 - Instead of assessing at the sub-unit level, begin assessment at the VP level. SACSCOC has moved the administrative assessment standard into the Administrative Leadership section of the report implying they are looking for a higher level of assessment within the university than had historically been captured. (this change will be approved in June so we are awaiting final approval)
 - A sample outline for the proposed current cycle:
 - a. Led by the V.P.’s: each division sets up goals for the new cycle and discusses progress from last year’s goals
 - b. The units will be: Office of President (Chip Hill), Finance and Admin (Jerry Rackliffe), Enrollment (Tim Renick), I.E. (Michael Galchinsky), Development (Walter Massey), IST (Phil V or Weyhenmeyer)
2. Set up new cycle give them date report is due.
 3. Utilize the new template in Xitracs Planning to capture annual assessment information from administrative unit leadership.
 4. Set up date that Staff Council wants report submitted to them

Mary L McLaughlin

From: Charles Howard Gilbreath
Sent: Monday, March 14, 2016 10:31 AM
To: Amber Denise Amari; Anita J Webb; Erik James Lauffer; Harley G Granville; Jacob English; Jamie Hayes; John C. Medlock; Jowanna C. Tillman; Kenya Johnson; Kevin L. Chappell; Korita Slaton; Michell Lynette Temple; Michelle Lacoss; Shelly-Ann F. Williams; Sonda LaSaundra Randall-Abernathy; Stephen Rosner; Wayne Clanton
Cc: Mary L McLaughlin; Michael S Galchinsky
Subject: Details on ASUR proposal

Hi folks;

For those who could not make the last Executive Committee, I am providing some more specific details regarding the proposal to involve Staff Council in the Administrative and Support Unit Review (ASUR) process.

Here is the motion from Michael Galchinsky (Mary McLaughlin may have some additional comments, since she actually oversees the ASUR process). These are two of my colleagues from Institutional Effectiveness who are involved in the ASUR process and SACS accreditation issues.

Motion: With respect to the Administrative Assessment and Unit Review process (ASUR), Staff Council should incorporate the following procedures:

- 1) Staff Council's Executive Committee should receive an annual report from the Office of Institutional Effectiveness on the ASUR reports undertaken during the previous twelve months;
- 2) members of the Executive Committee should advise OIE on needed updates to the ASUR process; and
- 3) the Staff Council should issue an annual information item on the ASUR process to the University Senate's Planning and Development Committee, through one of Planning and Development's staff senators.

Rationale:

ASUR reports satisfy the SACSCOC Comprehensive Standard 3.3.1.2 on the institutional effectiveness of administrative support services. This standard requires each administrative unit to identify expected outcomes, assess the extent to which it achieves these outcomes, and provide evidence of improvement based on analysis of the results. The ASUR reports are produced by staff units across campus with guidance from the Office of Institutional Effectiveness. At present, there is no oversight mechanism in the University Senate for the ASUR reports. Having such a mechanism would strengthen the process, and provide SACSCOC with evidence of Georgia State's compliance with the standard. Because the ASUR reports concern staff units, the Staff Council is best positioned to receive and interpret the reports, advise OIE on the process, and issue a brief annual report on ASUR to the University Senate. The University Senate's Planning and Development Committee is the proper committee to receive the annual report on the ASUR process.

During discussions with Mary and Michael, we noted that this process is largely staff-oriented, since most of the folks actually preparing the reports are staff, not faculty or administrators. This means that other staff members would be much more likely to be familiar with the processes and procedures being reviewed, and involvement of the staff council increases the likelihood that the folks receiving the report might have some insight and / or recommendations for improvements.

I hope that gives you enough background to vote.

Thanks,

Proposal for Georgia State University Staff Council

Proposal: Merge the Staff Development & Advancement Committee and the Staff Recognition Committee to create a new committee: The Staff Development & Recognition Committee.

Background: Currently, the Staff Recognition committee investigates formal and informal means of recognizing the achievements of staff members; whereas, the Staff Development & Advancement Committee encourages training and advancement programs for professional and personal development. Both committees promote staff recognition, career advancement, achievement, retention and basic skills development.

Purpose of merger: To combine the efforts and better use the resources of the two committees whose goals and activities often overlap. The advantages of the merger include:

- More efficient and effective use of staff time and resources,
- Increased ability to develop and implement actions that benefit staff,
- Greater opportunity for meaningful engagement of committee members and
- Enhanced culture of public engagement and improved staff service.

Implementation Plans:

1. Redefine the roles within the committee to make it more action-oriented. Assign duties to members as needed.
2. Merge the current initiatives and responsibilities of the two committees.
3. Create subcommittees to facilitate opportunities for all committee members to participate leading to committee member satisfaction, commitment and improved performance and productivity.

Staff Development & Recognition Committee - Charter/Guidelines

Mission: The Staff Development & Recognition Committee is committed to building a workplace environment focused on employee engagement and continuous improvement by developing skills through learning opportunities, promoting employee recognition and reinforcing mutual respect among all GSU employees.

Responsibilities: The Staff Development & Recognition Committee shall:

1. Develop training programs annually that address the needs of current staff.
2. Increase staff engagement through education and awareness of staff activities, professional development opportunities and achievements.
3. Promote and solicit staff participation in the Chancellor's Annual Service Excellence awards program.
4. Assess professional development training for satisfaction and effectiveness.
5. Perform any other activities, consistent with this committee and/or the Staff Council's bylaws, as the Staff Council deems necessary or appropriate.
6. Report all actions and findings to the Staff Council Executive Committee and keep the council apprised of its proposed acquisitions and activities.

7. Make recommendations to the Staff Council.

Committee Members Responsibilities: All members of the committee are important and equally accountable for accomplishing the committee’s goals. Committee also is responsible for recommending to management how to strengthen accountability.

- Informing members how they can assist the committee.
- Act on employee suggestions. Recognize their contributions.
- Keep the committee visible. Promote activities and accomplishments.
- Select subcommittee executive representatives who will promote safe work practices and will be committed to achieving the committee goals.

Meetings and Minutes: The Staff Development & Recognition Committee shall hold such regular or special meetings as its members deem necessary or appropriate. Minutes of each meeting of the Staff Development & Recognition Committee shall be prepared and distributed to the GSU Staff Council Executive Chair after each meeting. The Committee shall select a committee member to serve as its secretary. Staff Development & Recognition Committee shall report to the GSU Staff Council whenever requested.

Term: Staff Development & Recognition Committee term shall extend to the term assigned by the GSU Staff Council.

List of Possible Subcommittees

- Professional development
- Award opportunities (Chancellor’s and others)
- Staff recognition

How an item will move through the Staff Development & Recognition Committee

