

## Memorandum

To: University Council  
From: Professor David Shipley, Chair of the Executive Committee  
Date: September - , 2020  
Re: The Executive Committee's Meeting on September 16, 2020

The Executive Committee met by Zoom on Wednesday, September 16, 2020. The meeting was called to order at 3:30 pm once it was determined that there was a quorum. The Chair welcomed everyone, explained the committee's role in faculty governance at the University and quoted the bylaws. Next the Chair told the committee about several lessons learned from the University Council's special meeting on August 12 that was held by Zoom including the need to change how the Council and all of the standing committees vote on motions, resolutions, and other action items in order to comply fully with Georgia's open meetings law. All voting must be public; the names of persons making and seconding motions must be noted publicly and in the minutes; unless the approval of a matter is unanimous, the names of persons who abstain and who vote for or against a matter must be noted and in the minutes; and, it is not sufficient to announce that a matter passed by a vote of 20 to 4 or 189 to 43. The Chair then told the Executive Committee how voting would be handled at their meeting that afternoon while acknowledging that he along with the University Council's Secretary, University Legal Counsel, the Council's Parliamentarian, and the University's Chief Information Officer had met several times in the last month to discuss how to do the voting at the Council's meeting on September 30. The Chair acknowledged that complying with Georgia's open meetings law would slow down meetings to some extent but that he was confident we could adjust.

Following these introductory comments, the Executive Committee approved the minutes of their meeting on February 5. The Committee then approved two action items from the University Curriculum Committee to be on the agenda for the September 30 meeting of the University Council. There was considerable discussion about the second action item related to class attendance, excused absences, and religious holidays.

Under Old Business, the Chair explained that the several action items that the committee approved by online voting last April would be confirmed at the Council's meeting on September 30. The Executive Committee then turned to New Business. The first matter under was discussion and approval of the process for constituting the ad hoc COVID-19 Response Committee (CRC) that the Council had approved at the special meeting on August 12, 2020. The Chair first explained what had happened since Wednesday, August 12 so that the Executive Committee could understand why it had taken a month for the committee to be asked to approve a process for the selection of the ad hoc committee. He reminded the Executive Committee that the 12- member CRC was to be selected from the elected members of Council representing faculty, staff and students. The Chair then explained his proposal for seeking volunteers, and having the Chair and three other members of the Executive Committee select the 12 members

from those volunteers. It was agreed that the 12 would consist of 1 undergraduate student, 1 graduate student, 2 representatives of Staff Council, and 8 faculty).

Following discussion, the Executive Committee approved this process. The Chair next said that he would send an email to the Council's membership the following day to solicit volunteers, and that he would encourage members of the Executive Committee to serve with him and Professor Biesecker on the four-member subcommittee that would select the CRC and recommend them to the Executive Committee for approval. The Chair said that he hoped to have the CRC constituted, approved and charged in advance of the September 30 meeting of Council.

The next item under New Business was a discussion about how to revitalize an entity called the Faculty Conference that is referenced in both the statutes and bylaws. The Chair explained that he had meetings with several members of Council in the last month about the need to have a forum for faculty to discuss important issues having an impact on the University like the Pandemic, in-person versus online teaching, tenure and promotion standards, and social justice initiatives. The Chair noted that it had been pointed out to him that there was a Staff Council and a Student Government Association but not a faculty centered forum. The Faculty Conference, as defined in the statutes and bylaws, could be this forum. It has not been active and engaged since the 2002-03 academic year. The Executive Committee agreed that the Chair should encourage faculty to read the statutes and bylaws, have 10 members of the University Council sign a petition to activate the Faculty Conference, schedule a meeting, elect a Chair and Secretary at that meeting, and discuss whether to make a proposal for the consideration of the Executive Committee and then University Council. This recommendation has been reviewed by the Council's Parliamentarian.