Middle Georgia State College
Executive Committee
Minutes of Meeting # 5 for the 2013- 2014 Academic Year
April 11, 2014,
Macon Campus, VPAA Conference Room

Members Present: Dr. Robert Burnham, Dr. Tom Caldwell, Mr. Martin Kehayes, Dr. Francisco Lopez, Dr. Charles Matson (chair elect), Dr. Clay Morton, Dr. Robert McTyre (chair). Dr. John Pattillo (recorder), Dr. Blanche Presley, Mr. Adam Young.

Members Absent: Dr. Kevin Floyd, Dr. Sumitra Himangshu

1. Dr. McTyre called the meeting to order at 10:02 a.m.

2. Dr. McTyre called for approval of the meetings from the February meeting of the Executive Committee. Members of the committee suggested minor corrections. Dr. Presley moved that the minutes be accepted as corrected. Dr. Caldwell seconded the motion, and the minutes were accepted unanimously.

3. Dr. McTyre called for a motion to accept the agenda. Dr. Caldwell moved that the agenda be accepted. Dr. Lopez seconded, and the agenda was accepted unanimously

4. The Executive Committee then discussed old business:

   a. Dr. McTyre reviewed the discussion of electronic voting from the March 14 meeting of the executive committee. Two unresolved questions were prevalent. The first was the question of who will oversee electronic voting. Following discussion by the committee, Dr. Pattillo made the following motion:

      "A non-faculty member should be appointed to oversee electronic voting, preferably an ombudsperson. In addition, at lease two people should be trained to oversee electronic voting in case one is unable to perform this function"

      Dr. Lopez seconded, and the motion carried unanimously. Dr. McTyre then reminded the committee of the second unresolved issue, the question of the timing of electronic votes. Following discussion by the committee, Dr. Pattillo proposed the following motion:

      "Whenever an electronic vote is called, all voters will have at lease two business days to cast their votes"

      Dr. Presley seconded, and the motion was carried unanimously

   b. The committee then reviewed recommended changes to the faculty handbook submitted by the Academic Personnel and Policies committee (APPC). Dr. McTyre

9. May want to include a note that funds may be depleted for April 01 deadline.
10. Examples should have "x"es and other entries underlined for clear formatting.
11. Review appropriate places for IRB warning (remove from Deans/Chairs form) and ask Chair of IRB for appropriate language (human participants only).
12. Correct forms with incorrect statement about who may apply for funding: "only Full-time Faculty". Some are worded differently.
13. Correct format of answers that interrupt lines (like 'miguel.decervantes@mga.edu' on two lines).
14. Research Funding Form likely needs extensive review before becoming available. There should be a disclosure statement about research being the property of the BOR as well as other likely legal considerations.
15. Form for inviting speakers should be changed to "trainers" if that is, indeed, the intention. The Executive Committee has concerns over internal speakers getting an honorarium as this should count for service to the school and the difficulty of distinguishing who would and wouldn't get paid for sharing information internally. Do we really want to go there? There should be a very clearly written rationale for how this is specifically to be used and how it should be justified. Executive Committee recommends more discussion with this.
16. On the tracking spreadsheet, would it be better to change "Application Complete" to "Application Submitted"?