

Committee on Committees: Minutes of the Meeting of August 28, 2008

Present: Brenda Logan (BL), Middle and Secondary Education
Rhonda Bevis (RB), Respiratory Therapy
Frank Katz (FK), Information Technology
Kevin Hampton (KH), President, Faculty Senate
Delana Nevins (DN), Vice-President, Faculty Senate
Jewell Anderson (JA), Secretary, Faculty Senate

Excused absence: Richard Horah

1. The meeting was convened by President Hampton at 12:10 in Room 209 Solms Hall.
2. Election of committee officers:
 - a. Brenda Logan was chosen to be Committee Chairperson
 - b. Frank Katz was chosen to be Committee Secretary
3. Charge to the Committee
 - a. KH – the Committee’s charge is to review the bylaws of the various standing committees of the faculty and upon approval, forward those bylaws to the Faculty Bylaws Committee for their approval. The Committee’s second responsibility is to recommend the establishment of new standing committees, if necessary.
4. Bylaws of the various standing committees (general):
 - a. RB – the Committee was supposed to receive changes of the bylaws of the various standing committees. To date, only four have been received.
 - b. KH – all committees that should have revised their bylaws had ample opportunity to submit their changed bylaws in advance, but many did not. This would have been done in the 1st and 2nd readings of the Faculty Senate bylaws. To-date, the bylaws of two committees have been submitted: Graduate Affairs and Faculty Development.
 - c. KH – we have to ensure that bylaw development is kept within the standing committees. The Committee on Committees or the Faculty Senate is not responsible for developing the bylaws for the various standing committees.
5. An issue that may arise: Combination of Academic Appeals and Student Conduct into Academic Appeals.
 - a. Structure of the committee. Members of this new committee want to know why the two committees were combined into one.

- b. Michael Toma wanted committee members to be cross-trained in both areas and thus the committee would have fewer members than the two previous committees before they were joined.
 - c. Questions that have arisen: (1) is it appropriate to have student membership on this committee? (2) should this committee divide itself into two subcommittees, one to handle academic appeals and one for student conduct?
 - d. These issues need to be addressed within their committee, *not* by the Committee on Committees. If issues such as these are presented to the Committee on Committees, they must be remanded back to their original standing committee to be resolved by that committee.
6. At the September 8th Faculty Senate meeting, each standing committee must present the following:
- a. What is the status of work on their bylaws?
 - b. When will their bylaws be complete?
7. The Committee on Committees shall review proposed standing committee bylaws as they arrive. After our review and approval, they are then passed to the Constitution and Bylaws Committee. Upon approval by the Constitution and Bylaws Committee, and the Faculty Senate, new committee bylaws will be posted on the website of the Faculty Senate.
8. Jewell Anderson, Senate Secretary, shall provide a flowchart that describes the process for approving standing committee bylaws, including the possibility of submitted bylaws being remanded back to the standing committee for revision before approval.

The meeting was adjourned at 1:10 pm