

# Committee on Committees: Minutes of the Meeting of September 23, 2008

Present: Brenda Logan (BL), Middle and Secondary Education, Chair  
Richard Horah (RH), Library Media Services  
Frank Katz (FK), Information Technology, Secretary  
Rhonda Bevis (RB), Respiratory Therapy

1. The meeting was convened by Chair Brenda Logan at 12:05 in Room 259, University Hall.
2. A motion was made by RH to approve the minutes of the September 9<sup>th</sup> meeting. FK seconded the motion. The motion was approved by the Committee.
3. Old Business:
  - a. Bylaws of the Graduate Affairs Committee
    - RH discussed the sections he was assigned. He found that in Article IV, duties and jurisdiction, **University Senate** should be **Faculty Senate**. The committee agreed not to change this but to annotate it as a recommendation to the Bylaws Committee.
    - FK discussed the sections he was assigned. He found an identical match between the previous version and the submitted version and that no changes should be recommended.
    - BL discussed the sections she was assigned. She found an identical match between the previous version and the submitted version and that no changes should be recommended.
    - BL had already reviewed RB's sections. Since RB was not present at the beginning of the meeting, BL reported that she also found an identical match between the previous version and the submitted version and that no changes should be recommended.
    - RH moved that we send the Bylaws of the Graduate Affairs Committee to the Bylaws Committee. Seconded by FK. The motion passed.
  - b. Bylaws of the International Programs Committee
    - RH stated that the last sentence of the section *Meetings and Reporting*: there should be a comment that states that the reference to Student Senate means the Student Government Association (SGA).
    - Regarding the section on *Membership*, BL asked (sic) "who is a representative to the Councils in the first sentence?" (i.e., faculty or student). This was not clear. It was also recommended that the number of faculty members on the committee should be stated first in this section. Ned Rinalducci, Chairman of the International Programs Committee, has promised to send a more clear version of his committee's bylaws to BL and Greg Knofcynski, Chairman of the Bylaws Committee.

- BL stated that there was no specific role for the chair of this committee. The Committee agreed that the *Charge, Duties, Meeting, and Reporting* sections are clear, but the *Membership* section needs to be reworked.
  - RH moves to send the Bylaws of the International Programs Committee, with our recommendations, to the Bylaws Committee to be reviewed. Seconded by FK. The motion passed.
4. New Business:
    - a. Review the Planning and Budget Committee Bylaws  
RH moved that we send them to the Bylaws Committee as written. Seconded
  5. Next meeting.
    - a. We reviewed the schedule/timeline for completion of the cohorts of committees.
    - b. We have completed the first cohort.
    - c. BL will notify Jewell Anderson that we are ready for the 2<sup>nd</sup> cohort of bylaws. We will schedule a meeting when they have been received..
  6. The meeting adjourned at 1:00 pm.