Absent: Norman Crandell, Jill Littrell, David Pavesic, Bea Yorker.

The meeting was called to order at 1:35 p.m. by Sheryl Gowen, chair. The first item was the approval of the October 8, 1997 minutes. The minutes were approved with no changes.

OLD BUSINESS: At the last meeting, the proposal to add the Director of Institutional Research to the Administrative Council was tabled. After much discussion, the committee decided to leave the proposal tabled. Discussion centered on the need to leave the language flexible enough to allow the President to make the appointments to the Council. It was pointed out that naming the Director of Institutional Research to the Administrative Council would result in overly-prescriptive language and would set a precedent for other requests for appointments to the Council.

The proposal to add the Director of Affirmative Action to the Senate Committee on Faculty Affairs was tabled at the last meeting. The proposal was re-submitted along with the rationale. Dr. Crimmins moved that this proposal be adopted. He stated that it is important to have the Director of Affirmative Action involved in the larger life of the university. The motion was seconded and approved.

NEW BUSINESS: The next item of business was a proposal from the Nominations Committee requesting changes in the language of the Bylaws. As there were several changes proposed, each was considered separately. The first change was to Article VII, Section 13B. The committee voted to accept adding the words "Fiscal Advisory Committee" to indicate those committees to which the Nominations Committee did not make recommendations. The committee voted to reject the changes detailing the duties of the administrator in the Senate Office when a vacancy occurs on a Senate committee. It was recommended that the Nominations Committee phrase this change in the form of a resolution to be sent on to the Executive Committee and then the full Senate for a vote.

The next proposed change was to Article VII, Section 13C. The committee voted to keep the wording as is and allow the committee to elect its own chair rather than having the Executive Committee elect the chair. Another proposed change was to Article VII, various sections cited. The committee voted to approve all the recommended changes in the wording of the titles used in the Bylaws. The changes listed were all editorial changes.

The next proposal came from the Student Government Association. This proposal would add three SGA representatives to the Committee on Information Systems and Technology. Dr. Crimmins moved that this proposal be adopted. With the possibility of a technology fee being introduced and other issues, it is important for the students to be in on the discussion. The motion was seconded and passed.

The next proposal came from the Executive Committee and would change the wording of Article VII, Section 5C of the Bylaws. This change in wording would add the duties of the current Enrollment Management Task Force to the duties of the Admissions and Standards Committee.
Discussion centered on distinguishing undergraduate from graduate degree programs. After much discussion the committee voted to approve this change as amended:

*(italics indicates text deleted; bold indicates text added)*

"The committee shall review and recommend to the Provost and Vice President for Academic Affairs and to the University Senate policies concerning (1) changes in requirements and standards for admission to the university and its various undergraduate degree programs, (2) policies regarding enrollment management, (2)(3) requirements for graduation,(3)(4) quality of instruction, (4)(5) instructor load, (5)(6) grades and the grading system, and (6)(7) academic calendar."

The next item of business was a proposal to begin recording minutes and to make the minutes available to the university community. The suggested changes in the wording of Article IV of the *Bylaws* were discussed at length. The committee approved the following changes:

". . .Meetings of the University Senate and its committees, except the Executive Committee at its own discretion, shall be open to *all faculty the university community*, provided that only members have the privilege of voting and non-members shall have the privilege of the floor only when specifically provided for by the University Senate or its committees. The minutes of the University Senate and its committees, including the Executive Committee, *such meetings* shall be open to inspection by the *faculty university community*. Exceptions shall be made in cases where confidential information about particular individuals would be otherwise revealed. . ."

The next item of business was a proposal to designate a standing subcommittee (the Administrative and Support Unit Assessment subcommittee) under the Planning and Development Committee. Since there are no other standing subcommittees written into the *Bylaws*, the committee decided to forward this proposal to the Planning and Development Committee for consideration as a resolution. The committee voted to forward a resolution to the Executive Committee stating that the Deans Group minutes and the Presidential Staff Meeting minutes would also be made available in a timely manner to the university community.

Tim Crimmins asked for the status of the proposal that would add the Associate Provost for Academic Programs to the Fiscal Advisory Committee to the President. Dr. Gowen recalled that it was sent to the Executive Committee in the Spring and that they sent it back. Dr. Crimmins stated that even if the Executive Committee does not support it, they must send it to the full Senate for a vote. The committee requested that the proposal be sent to the full Senate for a vote.

There being no further business, the committee was adjourned at 2:30 p.m.

Respectfully submitted,
Mary Nell Stone
substitute committee assistant
Please send questions or comments to Mary Nell Stone