The meeting was called to order by the chair, Marti Singer, at 1:00 p.m. The first item of business was the approval of the January minutes. The minutes were approved as presented.

Dr. Singer distributed the draft version of the various changes to the committees that have been forwarded to S&B thus far. She gave an overview of the process to date. The committee went through the document and discussed the various suggested changes. The duties of the Statutes and Bylaws Committee were discussed. It was agreed to change the wording from “review annually” to “review periodically” the Statutes and Bylaws. Dr. Crimmins suggested that Amendment XIV in the University Statutes be reviewed at some time in the future to ensure that current practice reflects the policy as stated in the Statutes. It was agreed to clarify this committee’s name by calling the committee the “University Statutes and Senate Bylaws Committee”.

The title of the unit head of the Library has been changed from “University Librarian” to “Dean of Libraries”. This change needs to be reflected in the Bylaws - in the Library Advisory Committee’s description and any other place where that position is named. This title is also mentioned in the University Statutes but it was agreed to complete the Bylaws changes first and then tackle the Statutes. It may be that other changes need to be made to the Statutes once all the committees are examined and it would be better to do all the Statutes changes on one proposal.

There was a discussion of subcommittees and if they should be cited in the Bylaws. There are some “permanent” subcommittees, such as CBSAC or EMG that have a set membership and meet regularly. It was agreed that S&B would look into the issue of subcommittees next year. There was a discussion on where proposals passed by the Senate are maintained. Mary Nell Stone explained that depending on the type of policy, once approved it would be added to the catalog, the Faculty Handbook, the Student Handbook, the Student Code of Conduct, and/or the Classified Employee Handbook. Senate policies are not “lost”.

Several other committees were reviewed. There was some discussion about “quality of instruction” and the appropriate place for that duty to be placed. The chair said she would make all of the changes discussed today’s meeting and the updates to the remaining committees that were not reviewed today and send this document to the committee members. The next meeting will be March 28 at 1:00 p.m. in 718-GCB.

Since there was no further business, the chair adjourned the meeting at 2:06 p.m.

Respectfully submitted,
Mary Nell Stone,
Committee Assistant