University Statutes and Bylaws Committee
MINUTES
September 21, 2010

Members Attending:  John Duffield, Patrick Freer, Sandra Garber, Joel Glogowski, Kerry Heyward, Rick Lakes, and Irene Weber.
Members Absent:  Jim Flowers, Christopher Kocela, Ed Palmer, Bruce Seaman, Monica Swahn, and Kelly Timmons.
Guest:  Julie Bannerman.

The chair, John Duffield, called the meeting to order at 1:04 p.m. Dr. Duffield introduced Julie Bannerman from the Associate Provost for Institutional Effectiveness’ office. Ms. Bannerman gave an overview of the policy library. She currently maintains the University’s policy library. She stated that the Senate recently passed policies that were not in sync with existing policies in the library. In addition, it appears that Senate committees have not followed the “university policy on university-wide policies,” which requires committees to submit drafts of new or revised policies to the Policy Advisory Group for review prior to introduction to the full Senate. The PAG is not supposed to evaluate the substantive content of proposed policies, only whether they are in the appropriate format and whether they overlap or conflict with existing policies.

After much discussion, the following recommendations were considered:
1) the Senate as a whole and the Senate committee chairs should be made aware of the policy on policies;
2) Senate committees should attempt to identify all relevant existing policies before drafting a new policy or revising an old one;
3) Senate committees should comply with the policy on policies by submitting draft policies to the Policy Advisory Group using the policy template contained in the policy on policies.

It was determined that currently there is no sitting Policy Advisory Group, which is appointed by the Provost. Consequently, Kerry Heyward said she would raise the issue with the Provost and President at the next opportunity. Kerry also said that she would raise the more general issues of possibly revising the “policy on policies” to ensure that there is a close liaison between the Policy Advisory Group and the Senate. It was suggested that a member of the Executive Committee be appointed to the group. The appropriate home for the policy library needs to be determined since the library includes policies that emanate from both the University Senate and the Administrative Council.

The next item of business was the approval of the April 26, 2010 minutes. The minutes were approved as distributed. Next, the committee discussed a proposal to amend the Statutes to include an explicit reference to the evaluation of the president, provost, vice presidents, and associate provosts. It was suggested that, rather than add sections to Articles II. and III., as was proposed, a new article could be inserted (perhaps after Article VIII. on administrative officers) that covers the evaluations for all the administrators including the deans. That article would include the two sections that were considered at today’s meeting as well as section 2 in Article VII. concerning the evaluation of the deans.

Since there was no further business, the meeting was adjourned at 2:15 p.m.

Respectfully submitted,

Mary Nell Stone
Committee assistant