

Agenda

1. Call to order, volunteer to take minutes at this meeting?
2. Approval of minutes from December meeting, as previously circulated by Renata Miller (12/16)
3. Update regarding Senate membership status of Professor Daniel Akins.
4. Discussion and determination of end-dates for terms of senators newly elected in May 2013:
 - Do they have 1 year terms ending this May, because their paperwork was received late (Rishi Raj's presumption in making senate membership lists in September,) or
 - Do they have normal 3 year terms ending in May 2016, based on the Engineering School resolution voiced by Doug Troeger at the May meeting?
5. Analysis of faculty membership by department data received by David Jeruzalmi from HR, showing larger numbers of faculty than previously recognized in some constituencies, which suggests the need for increased senate representation.
 - We need to review this data at the meeting and confirm where additional seats should be added
 - We need to discuss adding these seats immediately by asking deans to call divisional elections where needed.
6. Plan how to use our remaining meetings this semester, to accomplish vital work as regards Bylaws reform, etc. and set goals for the semester.
7. New business?

Agenda

1. Call to order

- minutes of previous meeting to approve?
- a volunteer to take this meeting's minutes?

2. Discussion of Bylaws reform schedule.

- Can we reach agreement on some proposed Bylaw reforms in time to present them to the Senate Executive Committee and twice present them in the Senate Plenary before this year's end?
- Shall we call a special senate meeting in early April to present the reforms, and then present them a second time, with vote at the regular April plenary? If so, we would have to try to have this before the EC in mid-March.
- Or shall we use the rest of this year to identify a specific list of points we'd like to discuss changing, and charge a small sub-committee to work on this over the summer so more complete drafts could be discussed and approved early in the fall semester?

3. Incorporation of open meetings law provisions and elimination of anachronisms and inaccuracies from the Bylaws

- Can we manage this much as this year's accomplishment of our committee?
- What points have we all noted from the Open Meetings law to consider?
- Do we have a volunteer to begin collecting anachronisms in the existing document?

4. Brainstorming re: larger potential Bylaws reforms. Already suggested:

- eliminating weighted voting for Senate Executive Committee
- changing committee structures
- eliminating the attendance policy
- clarifying the petition/nomination process for Senators
- allocating senate seats directly to departments rather than to Schools and Divisions
- making dept chairs automatic members of the Senate

5. Old Business?

6. New Business?

7. Adjournment

Senate Affairs Committee meeting
24 February 2014, SH 150

Minutes

In attendance: Marta Gutman, Carlos Riobo, Dan DiSalvo (who left at 10:30), Ellen Handy; Maria Binz-Scharf via conference call (until 11:10); *Absent:* Renata Miller and Anil Agrawal

1. Call to order at 10:04

Minutes of previous meeting (taken by **AA**) not yet available for review
Minutes of this meeting to be taken by **EH**

2. Discussion of Bylaws reform schedule:

meeting opened with **EH**'s review of previous meeting and restatement of situation:

- Last week's meeting resulted in consensus of those attending (**RM, AA, CR, EH**) that we should attempt to complete some portion of Bylaws reform in time for late March/early April Executive Committee Review, April first reading in Plenary and May voting in Plenary
- Consensus also was reached regarding breaking the Bylaw review process into manageable phases
- Discussion of attacking the Committee structure of the Senate resulted in resolve to consult absent committee members via e-mail; responses were mixed and a request was made to hold this discussion until today's meeting in person
- Upon review of the calendar, it is clear that the Committee-restructuring project is very ambitious, given our time and busy schedules. Looking at the bigger picture of all we must do, it seems wiser to stage our work over the remainder of this year and next year, starting with what's most readily accomplished quickly.
- The attached proposed schedule for accomplishing our goals by mid-year next academic year was reviewed

Discussion: **MG** reminded the committee that the phased solution had already been discussed at a meeting earlier in the year, and stated that it would be strategic to begin the revision process with relatively uncontroversial material. **EH** suggested that the proposed approach would make the bylaws themselves easier to work with when we approached the more involved topics or revision. She also conveyed **RM**'s willingness (based on a phone call) to adopt this plan rather than the one she had advocated at last week's meeting. **CR** and **DD** expressed support for approaching the more manageable goal first. **DD** observed that many members of the Senate are familiar with the first reading/then voting protocol for important matters as it is also followed by the CLAS.

MG proposed that the committee accept the plan and timetable suggested by **EH**. **CR** seconded, and all were in favor.

DD excused himself and left the meeting at 10:30.

MG volunteered to provide an initial draft of anachronism-free Bylaws and **EH** offered to ask **RM** if she would do the same for the Open Meetings material, and expressed willingness to support **RM** in that endeavor.

MBS asked about the Senate Affairs Committee report to the Senate Plenary meeting regarding

terms, open seats, etc. **EH** stated that a brief report was anticipated, with further information to come to the whole faculty in early March concerning the Senate nominations/elections process, per routine.

MBS excused herself and left the conference call at 11:10.

MG suggested that the Senate Affairs Committee compile a brief handbook/welcome document for new senators, outlining their privileges and responsibilities. All agreed.

Subsequent informal discussion concerned the future goal of Senate Committee restructuring, and timing for future committee meetings.

CR reminded the committee that in its incarnation as Elections committee, it would have important work to do in April. After much discussion, it was agreed to attempt to hold an Elections Committee meeting immediately following the April Senate Plenary meeting.

Calls for senate nominations/petitions will go out from the Senate office on March 3 to all faculty, specifying vacant seats. Petitions/nominations for vacant seats will be due in Senate office by April 13. [If possible] Senate Affairs Committee's Elections sub-committee will meet immediately following the April Senate Plenary meeting on April 24 to discuss all elections-related business and schedule any divisional elections which may be required. If any divisional elections need to occur, they will happen the week of April 30, so duly elected senators in contested seats may be present at the May Senate Plenary meeting.

4. Old Business?

None

5. New Business?

None

6. Adjournment

proposed by **CR**, seconded by **MG**, agreed by all at 11:20.

**AGENDA: Meeting of Senate Affairs Committee
and Elections sub committee
and Bylaws sub-committee**

24 April 2014, immediately following Senate Plenary Meeting, SH 150

Call to order

Minutes from previous meetings? Minutes for this meeting?

Elections business:

- Report from committee chair
- Elections process for next week
 - Vote counting
 - Review of draft letter from Senate chair to faculty
- Elections and membership issues to resolve

Bylaws revision:

- Phase I so far
- May vote for Phase I revisions

- Phase II work for summer: elections process
 - Hare system or not Hare system?
 - Departmental vs. Divisional representation?
 - Timing?
 - Venue of elections?
 - Terms for committee chairs?

Phase II revisions drafting sub-committee and deadlines for its work

- Phase III work for summer: committee structure
 - More or fewer or different committees?
 - Clearer statements of responsibilities of committees?
 - Membership requirements of committees?
 - Open meetings responsibilities of committees?

Phase III revisions drafting sub-committee and deadlines for its work

Old Business?

New Business?

Adjournment.

Wednesday June 18, 2014

Senate Affairs Committee Meeting

1. Minutes:
 - Volunteer to take this meeting's minutes?
 - Posting/filing of previous minutes of the year, per Open Meetings Law

2. Replacements for next year's Senate and this Committee:
 - Larry Bank sabbatical, on leave from Senate
 - Carlos Riobo, fall semester teaching conflict for Senate and (?) Committee
 - Dan DiSalvo, resignation from from Committee

3. Review (admiration!) of instructional memo for checking size of faculty and number of Senate seats/ per division, compiled by Maria Binz Scharf

4. Meeting times for Fall 2014 semester

5. Bylaws revision, Phase II
 - discussion: Paul Occhiogrosso's response to FCPM Bylaws initiative
 - our goals, specific concerns
 - our charge to summer Bylaws sub-committee?

10 October 2014
4:00 Senate Office

Senate Affairs Committee Meeting

Volunteer to take minutes?

Scheduling future committee meetings:

Wednesdays 2:00
Fridays 2:00
Fridays 3:00
Tuesdays 2:00

Approval of Senate Committee info-sheet draft

Bylaws revision project: overview

Voting Phase I revisions at October Plenary meeting

Initiating revisions for Phase II (Elections process) and Phase III (committee structure)

Assigning responsibility for drafting Bylaw revisions for specific issues:

Representation of divisions/schools or departments
Methods of nomination from schools/divisions and/or departments
Timing, announcement, and venue of elections
Policies regarding replacements, resignations and vacancies
Tenure of Senators (terms)
Process of election of Executive committee
Vote counting method
Term of EC
EC's election of its chair

Senate Affairs Committee Meeting, October 10, 2014

Present: **Anil Agrawal, Maria Binz-Scharf, Amrita Dhawan, Ellen Handy**

Absent: **Marta Gutman, Sherri Rings**

On leave from the committee this semester: **Carlos Riobo**

Meeting called to order at 4:05 pm by **Ellen Handy**.

There being no volunteer to take minutes, **Ellen Handy** agreed to do so. **Maria Binz-Scharf** suggested that minute-taking rotate alphabetically at future meetings.

A discussion of scheduling future committee meetings was unresolved, owing to a lack of complete information about absent committee members' schedules. It was recognized that meetings will likely have to alternate between days when different committee members are available, in order to attain a quorum.

The committee reviewed the draft of the brief information sheet regarding Senate Committee operations in relation to Open Meetings Law. This document was created in response to a decision of this committee last spring. The draft was approved unanimously, with no abstentions. **Maria Binz-Scharf** offered to re-format the document to make it more effective.

A discussion of the ongoing Bylaws revision project reviewed the process as a whole:

Voting Phase I revisions to occur at the November Plenary meeting

Initiating revisions for Phase II (Elections process) and Phase III (committee structure) to happen this academic year. Phase II must begin immediately.

In order to facilitate the drafting of Phase II revisions, members of the committee agreed to take responsibility for considering specific issues which have previously been raised for consideration:

Representation of divisions/schools or departments	Maria Binz-Scharf
Methods of nomination from schools/divisions and/or departments	Amrita Dhawan (and Anil Agrawal)
Timing, announcement, and venue of elections	Anil Agrawal
Policies regarding replacements, resignations and vacancies	Ellen Handy
Tenure of Senators (terms)	Marta Gutman
Process of election of Executive committee	Sherri Rings
Vote counting method	
Term of EC	
EC's election of its chair	

Meeting adjourned at 4:45 pm.