

University Senate Bylaws and Procedures Standing Committee Minutes: February 13, 2012

Present: Nick Bircher (Chair, Medicine), Marilyn Davies (Nursing), Jay Jayaraman (Dental), Ketki Raina (Occupational Therapy), Kurt Summersgill (Dental), John Baker (Senate Liaison), Lori Molinaro (Senate Office)

1. The meeting was called to order at 2:00 pm. An agenda was distributed. A quorum was present.
2. Members introduced themselves.
3. Approval of Minutes 5/12/11. The minutes were not available for approval. Defer to next meeting.
4. Election of Officers. Bircher was nominated as Chair, and unanimously elected. No Co-Chair was nominated. Summersgill was nominated as Secretary, and unanimously elected.
5. Continuing Business
 - a. Final review of draft, Search Committee Guidelines. Document was sent electronically to members. There were minor editorial changes and minor changes in language. The committee voted unanimously to approve the changes. The Document will now need to be posted, and the Faculty Assembly can then vote on it.
6. New Business
 - a. Annual Report for Academic Year (AY) 10-11 (pending)
 - b. Agenda items for AY 11-12
 - i. Review of Mission Statement. To be addressed at next meeting. Members are to review this annually.
 - ii. Review of Bylaws. To be addressed at next meeting. Present any substantive changes. Members are to review this annually.
 - iii. Review of administrative handbook for University Senate. To be addressed at next meeting. Members are to review this annually.
 - iv. Mechanism for recruitment of candidates for Senate office if no-one volunteers. Dr. Baker stated that this is not usually a problem. The election committee and incumbents generally ask people they know. This can be a problem for obtaining diverse participation. The Committee voted to take no action.
7. Next Meeting: After the Feb 21 Faculty Assembly meeting
8. Meeting adjourned at 2:45.

Kurt Summersgill, Secretary

Drafted: 13 March 2012

Approved: