University Senate Statutes and Bylaws Committee Meeting Minutes
September 14, 2018
125-A Aderhold Learning Center

Attendance
Latisha Barnes, Patricia Carter, Laura Edmunds, Michael Fix, Douglas Gardenhire, Todd Hendricks, Kerry Heyward, Leslie Madden, Harold Weston, Greg Wright
Unable to attend: Melanie Davenport, Kelly Timmons, Yongsheng Xu

Call to Order
Todd Hendricks, the committee chair, called the meeting to order at 2:59 p.m. The meeting began with a round table of introductions by all attendees. Todd informed the group that he forwarded them an email from Shelby Frost. This email has a detailed listing of what has happened or what needs to happen relating to the Senate Bylaws. A copy of the bylaws document with edits in red was attached to the email. He explained that Shelby Frost is the chair of the Senate Nominations Committee. The Nominations committee nominates various faculty to serve on the various senate committees. She uses a template to fill in the names of the nominated faculty members.

Issue 1: The College of the Arts did not receive “appropriate representation” on various committees. He is not sure if they were overworked or not worked enough as part of the various committees. The College of the Arts has incorrect representation on committees. Todd looked at the Bylaws on line and it does not reference the College of the Arts or Perimeter. This means the website has not been updated.

Issue 2: Committee Title Change - There were also changes in committee titles that maybe should not have been changed. For example, IS&T was listed as IIT.

Todd stated the question is how does this committee fix it? Shelby’s message is that the template she used to create the committee list was incorrect by the approved bylaws. So therefore, a bylaws change may not have to occur.

He asked everyone to please use their phones to open the bylaws document and view Section 18, “Committees”. The attached bylaws version was approved in February 2017 by the senate. It incorporates the College of the Arts and Perimeter. He directs the committee members’ attention to the Information Systems & Technology section. He informs them that the committee would like for their name to be changed to Information & Instructional Technology (IIT).

**IS&T formal name change to IIT (Information Item or Requires Senate Approval)**: Todd asked Kerry if the committee only changes the name of the committee, if it could simply be an informational item or is the committee would be required to move through senate approval process to formally change the name?
Kerry stated that it could be an informational item because they approved a policy a few years ago that if there was only a title change (minor change), the senate approval process would not be necessary.

**Is Student Technology Fee (STF) Subcommittee of IS&T a true subcommittee or Ad Hoc Committee?** Todd read Subsection Part C (in red type) under IS&T Committee approved by the senate in February 2017 (not on the website). He mentions that IS&T Committee only has eleven (11) faculty senators but the STF subcommittee has fourteen (14) additional faculty.

Kerry raised the question: The difference there that they were faculty but not necessarily senate members that allowed us to do that fourteen (14) additional faculty. It is believed that they go outside of the senate on that piece. Todd then raises the question is STF a subcommittee? A committee member referred group to the relevant text in this section states “that the faculty members will be selected from within the IS&T Committee”. Therefore, you cannot go outside of the committee to elect faculty members to serve. Kerry agrees with this statement.

**Clean Up Bylaws Section 18 Subsection Part C:** Todd would like for the committee to work on cleaning up this section of the bylaws. He will first find out current practice. He does not want to impose a change on any structure. He would rather rewrite the bylaws changing the structure so that current practice is in line with the bylaws. The goal is to have an organization that does what it says it does.

Todd asked the committee if anyone had served on the STF subcommittee previously or has any knowledge of the work of this subcommittee. No one responded.

**Input from Chair of IIT for Section Changes:** Kerry suggested that they send this section to the chair of the IIT Committee. The chair would be asked to review the section and this committee know what is correct or incorrect. Dionne identified Chris Goode as the chair of IIT. Todd stated that he would send the information to Chris for review. He would like to know from Chris what they are currently doing. Then the committee will come back and rewrite so that IIT committee current practices are reflected in the bylaws.

Todd suggests that if it turns out that the faculty is from outside the committee, he would rather relabel it as an Ad Hoc Advisory Committee. It is not a subcommittee. He suggested the committee come up with a different name for the committee.

**Updating the Bylaws:** Todd wanted to ensure that Dionne had a word version of the document for editing. Kerry shared that the document was previously in Word Perfect. Dionne informed the group that Damon Lynch converted all existing files to Word, so she’d check to be sure that she has a copy to edit. Todd explains to Dionne that the paragraphs in red corrects the previous paragraph in the document.

**Reason for Current Revision of the Bylaws:** A committee member asked what the reason for the revision of the bylaws was. Todd informed the committee that the 2017 revision was brought on because the College of the Arts split off the College of Arts & Sciences. Today the issue is when Shelby Frost, Chair of the Nominations Committee was completing the committee assignments her list wasn’t matching with what was in the bylaws. This caused her to incorrectly assign some
committees which is fixable. She’ll make recommended changes to the committees. What brought about the current revision goes back to the individuals in the College of the Arts. Todd stated that he’s not sure if they felt under represented or overworked with committee assignments. The reason was not clear. The committee section of the bylaws clearly states the number of preferred faculty from each of the colleges/schools. Kerry stated the only restriction is that no more than 25% of individuals on a committee may be administrators.

Todd stated that they now understand that the senators of the College of the Arts feel overworked. There are not enough senators to serve on all committees. Kerry stated the College of the Arts were facing challenges placing individuals on the various committees that they were required to.

Kerry posed the following questions: **Do all the committees need each of the colleges represented? Or could there just be a subset of the colleges?** Kerry stated that this is a question for the colleges to figure out what they want to do. A committee member stated that she feels the colleges would want to prioritize which committees they feel they most need representation on.

**Committee Meetings Second Tuesday of the Month:** Todd informed the group that Melanie Davenport and Yongsheng Xu who were unable to attend today’s meeting replied in the Doodle poll that Tuesday afternoons worked best for them. Todd suggested that the committee agree to schedule the meeting on the second Tuesday of each month. If there are no items for the meeting, he will send a notification to cancel the meeting.

The committee agreed to meet the second Tuesday of the month at 2:30 p.m. Dionne will work to schedule the next two meetings on the Atlanta Campus. Todd confirmed the next meetings will be held on Tuesday, October 9th and Tuesday, November 13th at 2:30 p.m. The meetings will last one hour. The locations for the meetings and WebEx information will be emailed to the committee in advance.

Todd reviewed the University Statutes & Senate Bylaws committee members listed per the bylaws see if the committee was in line with the bylaws for representatives.

**IBMS & Global Studies Inclusion:** Kerry stated that Institute for Biomedical Sciences (IBMS) need to figure out how they play into the committees. They have a director not a dean. Sometimes they are treated as a college and sometimes we don’t so the committee needs to figure that out.

A committee member mentioned Global Studies and asked if they would fall under the same issue as IBMS. Kerry stated that she did not think so because they are within the College of Arts & Sciences.

Todd asked Dionne to send him a copy of the most updated copy of the bylaws in Word, so he can do a side by side reading and help her to decipher it.

**Student Representation of Senate Committees:** It was mentioned that students need to be updated according to the bylaws. Perimeter students make up a large percent of the GSU student population. Greg Wright informed the committee that the SGA’s are combined. SGA met last
Thursday, and they will update students on the committees. Greg will be sure to have Boyd Beckwith send Dionne an update committee lists for students. Dionne will fill in the students on committees as the information is provided.

Todd thanked everyone for attending and the meeting was adjourned at 3:38 p.m.