

Faculty Senate Committee on Committees
Report to Faculty Senate
3 p.m., Wednesday, April 10, 2024

Membership: Stan Alluisi, Randy Clark (chair), Amy Gantt, Srimal Garusinghe, Jayanna Greenwood, Ashley Hampton, Jeni Maple, Amy Mills, Sondra Petty, and Kate Shannon

Information Items:

- FS Executive Committee at its meeting, Tuesday, March 5th charged CoC with developing a standardized form for General Faculty Committees/Councils End of the Year Reports. There already is some standardization for this report described in APPM Sec. 3.4.7; however, it is believed that a standard “form” would make the process more efficient, sustainable, and functional for department chairs if a question were to arise concerning a faculty member’s committee/council participation. See the attached proposed form.
- CoC was charged with revising APPM Sec. 3.4.6. The EC recommended that a line be added to provide directions for Meetings that do not reach quorum. The intent is to stress the accountability of faculty and their attendance at committee/council meetings. See the attached draft of that revision.

Action Items:

- CoC moves to standardize the use of the End-of-the Year Reporting Form for General Faculty Committees & Councils for end-of-the year reports as described in APPM Sec. 3.4.7. (approved 6-0-0).
- CoC moves to revise APPM Sec. 3.4.6 as follows (approved 6-0-0):

Current

Complete minutes of each committee and council meeting are to be filed with the Archivist for posting on the Senate website. Minutes will include but are not limited to the following: date, time, members present and absent, guests, agenda, motions and votes. Documents considered at the meeting may be included.

Proposed Revision

Complete minutes of each committee and council meeting are to be filed with the Archivist for posting on the Senate website. Minutes will include but are not limited to the following: date, time, members present and absent, guests, agenda, motions and votes. **When a meeting does not meet quorum, minutes should indicate the lack of quorum and include members present and absent.** Documents considered at the meeting may be included.

Respectfully submitted,
Fendrich R. Clark, Ph.D, Chair