By-Laws Meeting Minutes Sept. 1, 11:00 AM  
Attending: Jason Vance, Chair  
Jessica Wolcott, Deanna Caveny-Noecker, Laura Penny, Carl Wise, Jannette Finch

Minutes compiled by Jason Vance, from poor recollection.

- Meeting agenda was presented, and April 27, 2016 ByLaws/FAM Meeting minutes were approved.

- Discussion on Motion to Form Adjunct Oversight Committee
  - The composition of the committee may lead to difficulty for Nominations and Elections to seat a Committee.
    - we suggest that the size of the committee be fixed; e.g. 4 regular faculty members plus 1 adjunct faculty member, and 1 member designated by the Provost.
    - Language is required describing how the adjunct representative is elected or appointed.
    - We suggest that the AOC instead indicate that a current member each from the Budget, Welfare, Compensation and Academic Planning committees serve on the AOC. This would alleviate some of the challenges of seating this committee.
      ▪ This may ensure better integration of AOC’s mission into these related committees.
      ▪ This would require revising the committee charges of these 4 committees to indicate the need to appoint a representative.
  - Language regarding the Provost's representative should indicate that “the Provost will designate a representative.” We suggest that the representative not be ex-officio, but rather appointed at the discretion of the Provost, and should be a non-voting member.
  - In the 1st committee charge, IRP is currently called IRPIM (Office of Institutional Research, Planning, and Information Management).
  - In the 2nd committee charge, there was concern that the Provost’s office should be the primary source for policies on Adjuncts, and that Departmental policies should not be inconsistent with the College’s policies. We understand that the intent of the 2nd committee charge is to solicit additional information from departments and adjuncts themselves. We suggest moving the language regarding “policies” to the 1st committee charge.
  - In the 3rd committee charge, language regarding Academic Affairs should indicate “the Office of Academic Affairs”, or “the Provost’s office”.
  - Will any consideration in the AOC be given to Visiting Faculty, who are also temporary employees of the College but otherwise have no formal representation within standing committees or the Faculty Senate?
  - Significant revision and reformatting of the proposal is required before a meaningful discussion of the Motion can take place before the Senate; it was decided that a thorough report be provided to the sponsor of the Motion (Betsy Baker and Julia Eichelberger), and a brief summary statement be provided to the Senate at the September meeting.
- Discussion on Motion to Increase Duration Faculty May Serve on Committees
  
  - Committee function and contribution may improve by allowing members additional time to develop competence and expertise.
    - Participation from committee members who want to serve longer should be advantageous.
  
  - Extended service is not compulsory, is permissive and offers flexibility.
    - Does the mandatory 3-year hiatus only apply to those who've served 5 consecutive terms, those who've served 5 non-consecutive terms without any 3-year hiatus from service, or apply to the non-renewal of service regardless of number of terms served?
      - Will a 3-year hiatus over any number of accumulated terms reset the timeline?
    - Should Tenure and Promotion Committee members who performed a colleague's 3rd Year Review also be allowed to perform Tenure review? Are mechanisms in place to prevent this from occurring under the current policy?
  
  - Would increasing the minimum appointment (from 1 year to 2 years, or 4 years) accomplish the same result?
    - Establishes a stronger expectation of service which may facilitate better representation across schools.
    - Overlap could prevent large-scale turnover within a given committee.
    - Logistically difficult, still depends on Nominations and Elections Committee to coordinate carryover of participation across FYs.
    - Does not ensure that all membership serves the minimum appointment.
  
  - Pre-tenure faculty serving on a single committee, instead of expanding service to multiple committees, may not be preferable.
    - In some departments, junior faculty do not serve on college-wide committees prior to 3rd year review; expanding term limits would not otherwise change this situation.
    - Unknown whether Tenure and Promotion Committee views extended participation on a single college-wide committee with less favor than single-term participation on several committees.
  
  - A formal report will be provided to the Faculty Senate at the September meeting, and sent to the Motion's sponsor (Dan Greenberg).

- Discussion on Changes in FAM for Post-Hearing Procedures for Grievances Before the Faculty Hearing Committee
  
  - The circumstances surrounding how Post-Hearing Procedures "fell out" of the FAM were briefly recounted. Speaker McNerny provided an update on the review of the Post-Hearing Procedures, as well as the two ad-hoc committees evaluating procedures for hearings and grievances, respectively.

- Discussion on an annual review of the FAM
The 2016/17 ByLaws/FAM was posted on August 9th. A formal review of the FAM was not conducted during the 2015/16 FY, and Chair Vance stated that it will be the goal of the ByLaws/FAM Committee to perform a review of the FAM this year.

Associate Provost Caveny-Noecker suggested that it would be prudent to start with a review of the Change Log, and ensure that all ratified changes, and administrative changes, are reflected in the FAM accordingly.

Speaker McNerny suggested we should then review the numerous references to ByLaws and Policy within and outside of the FAM.
  o Many policy statements were removed from the FAM and replaced with links to the relevant administrative policy; these should also be reflected in the Change-Log.
  o Finally, and time-willing, a review for language, formatting and general errors should be conducted.

- Other Discussion
  - Carry-over business
    o Update: language regarding the School of Professional Studies, and differentiating line schools from non-line schools was addressed by the Office of Academic Affairs.

- Meeting adjorned.