Academic Organization and Structure Senate Committee Meeting Minutes

Day/Date: Monday October 28, 2002       Time: 5:00       Place: WT Young Gallery
Present: John Rawls, Mary Arthur, Tom Garrity, Ray Forgue, Joyce Logan, George Blandford, Ernie Bailey, Kate Chard (Chair); Jeff Dembo (Guest)

Old Business
1. The committee further discussed the need to edit the current guidelines for submitting proposals to the University Senate. Chard will draft a summary of the remarks and the committee will respond with edits over email allowing the new changes to be added to the guidelines before the next meeting.*
2. The committee agreed that the committee members must receive all proposals at least one week prior to that month’s committee meeting. This information will be added to the proposal guidelines.
3. The committee agreed to meet on the last Monday of each month at 5:00 through April 2003.

New Business
1. The committee unanimously accepted the proposed name change for the Department of Family Practice.
2. The committee unanimously accepted the proposed name change for the Department of Military Science.
3. The committee unanimously accepted the proposal to create a Pain and Palliative Care Institute with a recommendation that individuals involved with this project contact other potentially interested faculty, e.g. Orofacial Pain faculty.
4. The committee reflected a desire to have new Center and Institute proposals discussed by the Senate and asked Chard to review the administrative regulations regarding the procedures for creating a Center or Institute and the difference between these two entities.
5. The committee recommended that Chard and President Dembo relay to interested faculty the date when their proposals are going to be discussed on the Senate floor.
6. The meeting adjourned at 6:20.

Respectfully submitted,
Kathleen M. Chard, Ph.D.
Chair, Academic Organization and Structure Senate Committee

* The following paragraph contains the approved changes in wording for the proposal guidelines. This paragraph should replace information on page 2, item 2, sentences 5 and 6 including the parenthesis:

“Each faculty member, staff member and appropriately representative students should be invited (but not required) to provide a written or oral expression of his or her opinion. The committee will look for evidence of effective consultation with all impacted faculty, staff and students, preferably conducted by an elected faculty person (e.g. university senator) or representative faculty group (e.g. faculty council). This consultation may include a confidential
vote, multiple open forums, meetings with an appointed faculty committee, etc. A letter from the faculty representative(s) summarizing the sentiments of the affected faculty should be included with the proposal.”