

Proposed changes to Section XVII ("University Governance") of CNU Handbook

1. A.3.c (p. 140)

Present version: "The Secretary shall record the minutes of each meeting and distribute them to the members of the Instructional faculty no later than three days prior to the next regular meeting or read them at the next regular meeting. In addition, the Secretary shall make five copies of the minutes, two for the archives of the University, one for the President, one for the Provost, and one for the Secretary. The copy in the possession of the Provost may be consulted by any member of the Instructional faculty."

Recommended version: "The Secretary shall record the minutes of each meeting and distribute electronic copies of these to the members of the Instructional faculty within one month. In addition, the Secretary shall maintain a publically accessible electronic archive of these minutes."

2. A.4.b (p. 140)

Present version: "Certification of graduates occurs at the November and April. At each of these meetings any other business appropriate to the body may be conducted."

Recommendation: Add "meetings" after "April".

3. B.3.c (p. 143)

Present version: "The term of office of Faculty Senators shall be two years beginning May 1."

Recommendation: change "May 1" to "immediately after commencement"

4. B.4.b (p. 144)

Present version: "President of the Faculty Senate shall hold the office of Vice Chairman of the Faculty"

Recommendation: Remove "Vice".

5. B.4.d (p. 144)

Present version: "The Secretary shall prepare and distribute to the Faculty Senate and to the Instructional faculty the agenda and minutes of all meeting (sic) of the Faculty Senate in the appropriate University publication".

Recommendations:

- Make "meeting" plural and change "the appropriate University publication" to "in electronic format".
- Add "Additionally, the Secretary shall maintain a publically accessible electronic archive of these agenda and minutes."

6. B "Bylaws" (pp. 145 and 146)

- Renumber items 1 - 6 as 10 - 15, in order to follow sequentially the items

on the previous pages.

- Re label subitems 11.1, 11.2, and 11.3 as subitems 2.b, 2.c, and 2.d.
- In item 2.1, change "written motions" to "electronically submitted", and "accompanied by written" to "which include".
- Change "2.3)2) All committees are required to file agendas ..." to "11.d.2) All committees are required to file electronic copies of agendas ..."
- In item 2.3)3), change "a written" to "an electronic".
- In item 3 ("Resolutions"), change "in writing" to "electronically".

7. C.1 Introduction (p. 146)

Present version: "This introduction pertains to the committees identified in C.2. and C.3. of this section (following below)."

Recommendation: Change "C.2 and C.3" to "C.2, C.3, and C.4" (in order to include "appointed" committees).

8. C.1.a.1) (p. 146)

Present version: "no member may serve on more than one of the following standing committees at the same time: Curriculum, Degrees, and Faculty Review;"

Recommendation: Append to this "No member may serve on both the Undergraduate Curriculum Committee and the Liberal Learning Council".

9. C.1.b (p. 146)

Present version: "The term of office for all elected and appointed committee members shall be two years, with a limit of two consecutive terms. Each committee with elected membership shall elect its chair and vice chair annually at its last meeting of the academic year. The appointing authority will appoint the chair of appointed committees prior to the end of the academic year and the appointed committees will elect the vice chair annually at the first meeting of the new elected year. If such an election has not been held prior to September 1 of the year in question, the appointing authority will appoint the committee vice chair as soon as feasible thereafter."

Recommendation: After the first sentence, replace the second sentence with "Each term of office shall begin immediately after commencement. Each spring, after the election of new committee members and prior to spring commencement, the incumbent officer(s) of each committee with elected membership shall convene the membership of the following year's committee for the purpose of electing (an) officer(s). The incumbent officer(s) shall officiate at this meeting and shall distribute notices of the meeting and minutes as for regular meetings. Only the members of the following year's committee are eligible to vote in this meeting."

10. C.1.c (p. 146)

Present version: "The chairs of appointed committees will provide to the official who has appointed the committee copies of each agenda in advance of all meetings and a written report of the results of the meeting. All Academic and Faculty Affairs Committees with elected membership will provide the Provost with a copy of the agenda in advance of the meeting and a written report of the results of the meeting."

Recommendations: Change "official who has" to "official(s) who has(have)", remove both instances of "written", and append "All copies and reports must be in electronic format".

11. C.5.h (Budget Advisory Committee, p. 151)

Present version: "... five members of the instructional faculty appointed by the President."

Recommendation: Change "five" to "six", and insert "nominated by the Faculty Senate and" before "appointed".

12. The chairs of the Undergraduate Curriculum Committee and the Liberal Learning Council must be tenured.

Ed. note: See item V.D.a in the minutes of the [3/17/06](#) meeting of the Faculty Senate for a discussion of follow-up activity for this recommendation, which ultimately *was* upheld.