

**Faculty Senate Steering/Nominating Plus Committee Meeting**  
**Wednesday, January 25, 2006, 10:00-11:30**  
**Cups Coffee House**

**Minutes**

*Present:* Laura Biermea, Al DeChicchis, Helen Hall, Bryan McCullick, Diane Samdahl, Bettie St.Pierre

*Absent:* Nicholas Oppong, Margaret Wilder

- **Elections.** We discussed the timeline for COE Senate and University elections. Helen Hall explained that all elections need to be completed in January in the future since other College and University work cannot be done until the COE has reported its elections. It seems that, for a number of years, the COE has been the one College that was always late with election results and thus held up the work of other groups in the COE and on campus. We're going to do the best we can to have all elections completed as soon as possible this year and then get on the right schedule next year. We'll revise the bylaws so that the process and timeline for elections are clear. We want, also, to present helpful information about Senate and University committees to the COE during elections to demystify how things operate, especially since most of us are unlikely to spend much time reading the Senate bylaws unless we have to.

We'll also do the following beginning today:

1. When sending out the call to the COE for nominations to various committees, we'll send out, with the call, (1) a description of the work of each committee, (2) the length of term, and (3) the charts that Bettie's prepared that show the pre-election composition of the committee
2. We'll present slates for all standing and special committees to the Senate as required in the bylaws so Senators can add names before the elections begin or the slates are presented to the Dean (P&T Committee) for his consideration.
3. The final slates for standing and special committees will be presented to the Senate president, as indicated in the by-laws, before they are sent to COE faculty for a vote or presented to the Dean for his consideration.
4. When sending out election results to the COE, we'll send out the (1) description of the committee again and (2) the committee charts that show the composition of the new, post-election committee that will begin its work in the fall.

**NOTE:** Bettie will write descriptions of the committees to be used in the current elections (and send them ASAP to the Steering/Nominating Plus Committee) based on the current bylaws and also write new descriptions (if necessary) for our website based on the revised bylaws. On the website, each committee will have its own page with a description of what it is/does and charts by year of who was on the committee.

- **Revision of by-laws.** The group discussed Bettie's handout that lists some of the major issues she had found in the bylaws that need to be addressed as we revise them. The ad

hoc Bylaws Committee (Diane Samdahl, Al DeChicchis, and Bettie St.Pierre) will make a final list of issues with possible options, present it to the Steering/Nominating Committee for input, get it to the Senate ASAP, ask Senators to discuss these issues with their faculty, and then report back to the Steering/Nominating Committee with other options, comments, etc. We decided that we would have separate votes by the COE on each major issue rather than on the bylaws as a whole.

- **Website.** Bryan reported that he had a smart student check the website, who said it is just fine as is; that is, everything works as it should. We decided to have Sally Zepeda (who's volunteered to help us) look at it too to see if she has any ideas for improvement. Bettie and Bryan (the ad hoc Website Committee) will work with Sally on this. We want the new website to be up and running by next fall.
- **UGA Colleges/School P&T Policies.** Bettie will try to get 100% response from all colleges and present this info to the Administration and Senators and thence to COE faculty to discuss. Whether to keep the identities of members on this committee secret will be an issue in by-laws revision.
- **Future Senate Agendas.** The group worked on the agendas for the next 3 meetings. Bettie will prepare agendas based on the issues before us now and on what comes up in the future and get approval on the agendas from the Steering/Nominating Plus Committee.
- **Next Steering/Nominating Plus Committee Meeting.** We didn't schedule a meeting but will certainly need one once the Bylaws Committee has done its work.
- **We agreed to seek help for the work of the ad hoc committees [(1) Revision of Administrators' Evaluation Forms, (2) Senate By-Laws Revision, and (3) Senate Website Design] from anyone in the faculty who would like to work with us. Note that Al Cohen, Wanda Stitt-Godhes and Bettie St.Pierre plan to have the work on the Administrators' Evaluation Form done ASAP, so it may not be a good idea to slow the work of this group down by asking for volunteers. However, Bettie will ask the COE for help with the new Senate website and the revision of the by-laws.**