Meeting called to order at 3:15 p.m. by Jackie Wright and the agenda approved with addition of University Mission Statement.

Minutes approved with no changes.

Ed Rosser elected was chairperson by vote of the committee.

Phylis Floyd elected vice-chairperson by vote of the committee.

Committee decided secretarial duties will be divided up amongst the committee members throughout the year.

Professor Rosser described the methods used in previous years to handle the bylaw review process, and also spoke to other duties the committee must handle throughout the year, such as committee appointments that will take place later in the year.

A period of questioning took place, during which the clarification of how the college bylaw review process works was clarified, and questions regarding common issues and problems that should be looked for were detailed.

Volunteers were taken for subcommittees to review the bylaws of the James Madison and Communication Arts and Sciences. Phylis Floyd was selected to chair the subcommittee for the consideration of Madison bylaws, and Katherine Corby was selected to chair the subcommittee considering the Communication Arts bylaws.

Meeting was temporarily disrupted by an insect eliciting a loud "aaaaahh!!!" from Jackie Wright. Insect was promptly and permanently dispatched by Julie Harrison.

The University Mission Statement was discussed and various suggestions were made. June Youatt agreed to take the suggestions made back to University Relations, and ask them to craft a statement incorporating the suggestions where possible. The committee agreed to send additional ideas to June Youatt and would contribute additional feedback electronically if a new draft became available. Ed Rosser was charged with giving a report to ECAC regarding the work of the committee.

The meeting adjourned at 4:30 p.m.

Respectfully submitted,

Eric Hinojosa
Acting Secretary