Present: Edward Budeca (AA), Manuel Chavez (CAS), John Fitzsimmons (CHM), John Gaboury ex officio, Xia Gao (CAL), Cherrish Robinson for Elle Gulotty & Lynette Guzman (COGS), Debra Nails (CAL), John Powell ex officio
Absent (or waylaid by someone on the 4th floor who claimed that the meeting had been cancelled): Stephan Carey (VM), Rita Edozie (JM), Janice Schwartz (COM)
Pending (but not expected): four undergraduate representatives

Call to order: 3:15 p.m.
Agenda: Approved as circulated.
Minutes of the Previous Meeting: Approved as circulated.
Comments from the Chairperson: The final set of UCAG-approved bylaws amendments will be presented to the University Council 23 February. The Steering Committee approved including the restructure of the UCAG in the current cycle of spring elections, subject to later review and approval by the Board of Trustees.

Comments from the Associate Provost for Academic Services and Enrollment Management: None.

BUSINESS OF THE COMMITTEE:

College bylaws revisions: College bylaws are to be reviewed on a five-year cycle. Nails distributed a list of colleges whose bylaws are due to be reviewed by UCAG with the dates of their most recent reviews, if known: College of Nursing; College of Veterinary Medicine; Eli Broad College of Business (spring 2006); College of Law (spring 2007); College of Human Medicine (spring 2007); College of Osteopathic Medicine (spring 2007); College of Communication Arts and Sciences (fall 2007); James Madison College (spring 2008); College of Natural Science (spring 2008); Residential College in the Arts and Humanities (fall 2010—postponed for local revision); College of Education (fall 2010); College of Engineering (fall 2010); and Libraries (spring 2011). She asked that reviews consider especially the following issues: the definition of ‘regular faculty’; participation and voting rights of fixed-term, specialist, et al. faculty; correct references to current committees (names after reorganization); correct references to current documents, e.g. SRR; grievance procedures should reference the University Grievance Policy; correct references to titles of units and administrators; information about notification of faculty meetings and agendas; information about the recording and distribution of minutes; mentoring programs must be consistent with the University’s policy; procedures for the appointment of a new dean should be in line with University policy; and process for review of administrators.
should be in line with University policy.

The committee examined the bylaws of the College of Veterinary Medicine together as a practice document before distributing responsibility for initial reviews of other college bylaws.

**Review completed: CVM bylaws**

Members should complete initial reviews (listed below) prior to the 17 March meeting and—if unable to attend—should send their completed reviews by email attachment so the committee can examine together any “comments” entered in track-changes mode.

Chavez: College of Communication Arts and Sciences  
Edozie: James Madison College  
Fitzsimmons: College of Human Medicine  
Gao: College of Engineering  
Nails: College of Law  
Robinson: College of Veterinary appendices for COGS compliance  
Schwartz: College of Osteopathic Medicine

It was further agreed that Nails will distribute copies of the college bylaws and the Veterinary Medicine bylaws, for use as a model, right away. Following the February University Council meeting, she will also provide a copy of the University Bylaws for Academic Governance *as amended this year* so that quoting the Bylaws in comments to colleges will be correct. Members may wish to consult with one another (get a second opinion) so that all the college bylaws are reviewed by at least two committee members ultimately.

Once the UCAG has diminished the backlog of college bylaws, the office of the Secretary for Academic Governance will be able to stagger future reviews appropriately. The problem of having only two remaining meetings was raised, and two suggestions were offered: have a meeting between the two scheduled meetings; or add time before/after one or both remaining meetings—including refreshments—for bylaws work. Comments are welcome.

**New Business:** None.

**Roundtable:** Powell anticipates action by the University Committee on Faculty Affairs regarding the governance role of academic specialists; what is decided and approved will then need to be introduced into the Bylaws.

**Adjournment:** 4:14 p.m.

Respectfully submitted,

Debra Nails