I. Meeting called to order at 3:20 pm; quorum obtained

II. Approval of the November 17, 2016 agenda with amendments
   - Dr. Gary Hoppenstand, Secretary for Academic Governance, proposed that UCAG amend the agenda to include New Business items Vd,e,f,g,h.
   - The agenda was approved as amended

III. Approval of the minutes for October 13, 2016
   - Minutes were approved

IV. Comments
   - UCAG Chair: Lourens stated the current meeting location (College of Nursing) with videoconferencing has been arranged through May, 2017.
   - Associate Provost John Gaboury: No comments
   - Secretary for Academic Governance: No comments

V. Unfinished Business (None)

VI. New Business
   a. Lourens reported that per the request of the Steering Committee and the Chair of the University Committee on Faculty Affairs (UCFA), a synthesis report was generated describing how academic specialists are referenced in current college bylaws. The report was reviewed by the UCAG members. Additions and corrections were made to the document. A motion was made to recommend that the Steering Committee forward the report to UCFA. The most was seconded and unanimously carried.

   b. Helton presented her subcommittee’s review of the College of Music’s bylaws. The bylaws
underwent an extensive review before the College’s accreditation. It was moved, seconded and carried to approve the review of the College of Music’s bylaws as presented.

c. Hoppenstand reviewed UCAG’s role in developing a ballot of candidates from faculty nominations and volunteers for the various committees, boards and councils. Lott and Gaboury reviewed the process and timelines. Lourens proposed dividing the UCAG members into subcommittees to review ballot candidates. Members with previous experience or familiarity with the various roles were asked to lead the selection processes. The proposed ballot candidates will be discussed at the January, 2017 UCAG meeting.

d. The inconsistencies in the bylaws regarding academic specialists were discussed. Committee members agreed that the discussion would resume pending the Steering Committee’s action on the synthesis report referenced in item VIa.

e. Hoppenstand reported that currently, a FRIB representative is attending the Faculty Senate but their role in academic governance as a voting member should be reviewed. This action item was not addressed due to time constraints.

f. Hoppenstand reported that the role of the Honors Program in Academic Governance will need to be reviewed. This item will be discussed further at the January, 2017 meeting.

g. Current bylaws refer to ASMSU leadership as “chair” or “vice chair” versus “president” or “vice president”. A motion was made, seconded and approved to change bylaws replacing “chair” and “vice chair” with “president” or “vice president. Bylaws impacted by this change include: 3.4.1.1, 3.4.1.2.4, 4.4.1 & 4.9.1

h. Hoppenstand shared that interim committee reports would be beneficial to identify challenges or areas of concern early, support the work of university committees and improve efficiency. The impact of the suggestion was discussed. A motion to recommend changes to bylaw 4.2.2.2 was seconded and approved as follows: The chairperson of each Standing Committee shall prepare a report at the end of each semester, summarizing the activities and actions of the committee during that semester, and its projected activities for the next semester. The mid-year report will summarize matters of significant concern to the committee and will be submitted by the no later than December 31st. The end-of-semester summaries.

VII. Round Table Announcements: Helton announced the Elixir of Love opera.

VIII. Adjournment: 4:57 pm