I. Meeting called to order at 3:16 pm

II. Approval of the agenda for September 14, 2017
   • Agenda was approved

III. Approval of Minutes for April 13, 2017
   • Minutes were approved as amended

IV. Comments
   • **UCAG Chair:** Lourens welcomed the returning and new members to the committee. The committee’s responsibilities, as defined in the University Bylaws, were discussed. Lourens accentuated the importance of meeting attendance or identifying an alternate in the event of a committee member’s absence. To facilitate attendance remotely, she stated that Zoom information will be distributed with each meeting agenda.
   • **Associate Provost John Gaboury:** No comments
   • **Secretary for Academic Governance:** Hoppenstand welcomed the committee members and stated that several items would be added to the UCAG agenda; specifically the role of Academic Specialists in academic governance. Hoppenstand stated the bylaw changes recommended by UCAG during the 2016-17 academic year were approved by the Faculty Senate (as presented by Helton) in April 2017 and the Board of Trustees. The revised 2017 Bylaws will be uploaded to the Office of the Secretary for Academic Governance website.

IV. Business of the Committee
   • **College Bylaw Reviews:** Lourens stated that during the 2017-2018 year, the College of Agriculture and Natural Resources, College of Law and College of Education’s bylaws should be reviewed. McCarthy inquired as to the purpose of the bylaw reviews and the review cycle (at least every 5 years). Hoppenstand stated the intent of the reviews was to provide colleges with recommendations, specifically identifying areas of inconstancy with the University Bylaws. Lourens described the process of the review. Helton and Smith underscored the importance of the review as an improvement opportunity. Lourens will send the bylaws and dates of completion to the member subcommittees.
   • **College of Engineering:** Lourens stated that the College of Engineering requested an out-of-cycle review of their current bylaws and will add the college to this year’s review cycle.
   • **Pool of Faculty Nominee Elections / Selections:** Lourens and Lott provided and overview of the nomination / selection process and the role of UCAG.
• Review of Byalws regarding the process by which University Bylaws are approved. According to current bylaws, UCAG reports to the University Council, however the language identifying the Faculty Senate as the voting entity to move Bylaw change recommendations forward to the Board of Trustees is unclear. The committee discussed bylaw 3.2.4.11, 3.3.4.9 and 4.3.1.1. Lourens will add to the October agenda with draft language recommendations.

V. Announcements: Helton stated the College of Music has several performances scheduled and provided event information.

VI. Adjournment: 4:45 pm