

Senate Documents Committee

Year End Report

Senate Session LIII

2018-2019

Committee Membership: Larry Bohannon, Chair (Education), Eric Clements (Liberal Arts), Sophia Han (Music), Roberta Humphrey (Business), Roxanne Dunn (Kent), Shamik Bhattacharya (Engineering and Technology)

Committee's charge:

Follow up on Documents Committee Reports from 52nd Senate Session:

1. Change gender-specific language to non-specific language
2. Clarify any discrepancies in the handbook where policy does not match what actually has been changed by administration
3. Check all links to be certain they are updated and reflect current changes in structure

Committee's actions:

1. The charge to change the gender-specific language to non-specific language was completed.
2. The charge to examine the handbook for discrepancies in what was written and what was actually in effect found the No Smoking Policy and Tobacco Policy needed to be combined and revised.
3. A bill was written so the Tobacco Policy matches the current directive of No Smoking on campus.
4. All links were checked for accuracy and where discrepancies were found, administration was informed.

In summary, the Documents Committee met the objectives set forth for the year.

Actions pending: The bill to clarify Final Exam requirements needs to be addressed in the next session.

Recommendations for further consideration:

1. Clarify the Final Exam requirements and propose a bill for recommended changes
2. Make certain that the Hyperlinks Directory remains up-to-date with any changes made and that those in charge of updates receive notice to check the links for accuracy/current information

3. Continue the work on examining chapters to see if links could be added not only to reduce length, but to aid in bringing the handbook up-to-date as quickly as possible
4. Continue research into the possibility of being able to make the PDF version immediately updated when the HTML is changed
5. Continue to review content for correct grammar usage

Respectfully submitted,

R. Larry Bohannon

Senate Documents Committee Chair