

Documents Committee

Faculty Senate Documents Committee

Year-End Report

2013-2014

Membership: Chair, Brooke Hildebrand Clubbs (Communication Studies); Larry Bohannon (Education), Eric Clements (History), Richard Palmer (Accounting), Seidu Sofo (Human Performance & Recreation), Candide Walton (Science and Mathematics),

Faculty Senate Goals/Charges for Documents Committee 2012-2013:

1. Review Faculty Senate Constitution for continuity in editing and formulate a recommendation to the Faculty Senate.
2. Review and recommend changes in the Faculty Senate website.
3. Make certain that Faculty Senate records are archived.
4. Review the bylaws of the Faculty Handbook to ensure that the contents reflect current University policy and timelines for committees.

Action Items Completed 2013-2014:

1. The Faculty Senate Constitution was reviewed by the committee and edited by Dr. Clements. Feedback was received from Faculty Senate, the editing was further revised and then the edited version was approved by the Senate on March 12, 2014.
2. After reviewing the Faculty Senate website, the committee developed a survey to be distributed via Survey Monkey to all faculty members. There were 75 respondents. Based on the results of the survey, the committee made a recommendation for the organization and content of the Faculty Senate website. Group pictures were also taken for the website. Because the university's entire web presence is being redesigned, we hope these recommendations will be incorporated in the 2014-2015 school year.
3. The committee decided what should be included in the annual Faculty Senate archives (bills, resolutions, minutes and year-end reports). We then worked with Ashley Harrington, Administrative Assistant to Faculty Senate, to organize binders and CDs with this content from the last five years. We worked with Dr. David Starett, Director of Kent Library to have the binders catalogued without anyone being assigned the title of "university archivist." Copies of the archives are also kept in the Faculty Senate office in Johnson Faculty Center.

Action Items Continuing to Next Year (2014-2015):

1. The Documents Committee recommends continued review of Faculty Senate Bylaws, with creation and passage of amendments by the end of 2014.

Submitted by Brooke Hildebrand Clubbs, Chair, Documents Committee 2013-2014

