



Faculty Senate Bylaws Committee Meeting  
March 14, 2022  
Zoom Hall

Attendance: John Beatty, Brooke Lerner, Barbara Prinari, Kristin Stapleton (chair), Phil Glick (consultant)

The meeting commenced at 3:02 pm

The minutes from the February 14 meeting were approved.

The next meeting time was set: April 18 from 11 am to noon.

John reported that he is working on a proposal that would eliminate gendered terminology in our governance documents and rectify a few areas of contradiction among the documents, such as the ability of officers to serve two consecutive terms. He expects to present to for discussion at our next meeting

It was suggested that the Parliamentarian be invited to attend these committee meetings, since he can answer questions we have about the process of revising our governance documents.

The committee discussed the process by which the FSEC and FS agendas are set and revised. In the past, the FS chair met weekly with the secretary, as well as with the Professional Staff Senate president and secretary and the staff assistant in the Office of Shared Governance. Meeting agendas were drafted then. Most FSEC agenda items should be matters sent from senate committees.

Kristin presented a draft resolution calling for the formation of an **Ad-hoc Senate Institutional Review Committee** (attached). There was discussion about how such a committee could contribute to a revision of the bylaws so that they will reflect best practices at our peer institutions and help solve some existing challenges facing the Senate that have been discussed in previous meetings (see minutes from past meetings). Whether or not enough volunteers will be willing to serve on such a review committee is a question, but it was agreed by majority vote to present the draft resolution

to the FSEC for its consideration. It was remarked that when senators have a chance to get to know each other, as we have done in our Zoom meetings, they will probably find senate work more engaging.

Action items:

Kristin Stapleton will ask Fred Stoss to invite the Parliamentarian to attend our Bylaws Committee meetings.

John Beatty will prepare a resolution to revise the gendered language that remains in our governance documents, as well as points where governance documents contradict each other.

Kristin Stapleton will present the resolution proposing the formation of the ad-hoc review committee to the FSEC.

As interim Faculty Senate secretary, Barbara Prinari will make sure that all changes to the governance documents that were approved via FSEC and FS resolutions over the past few years have been made in the documents available on the Senate website. These include the 2019 resolution about the Parliamentarian discussed at our last meeting and the resolution aligning the meeting dates and times for the FS and FSEC, which was approved at a recent FSEC meeting. There may be others. Barbara will work with Jessica Naish and Fred Stoss to ensure that the documents are up to date.

The meeting adjourned at 4:04 pm.

Minutes submitted by K. Stapleton, revised and approved by the committee on March 31, 2022.

**RESOLUTION TO authorize the appointment of an Ad-hoc Senate Institutional Review Committee**

**To:** The Faculty Senate Executive Committee

**From:** Bylaws Committee

**Date proposed to FSEC:**

**Date approved by the FSEC:**

**Effective date:**

**Whereas**, the charge of the Senate Bylaws Committee is to “review, report and recommend to the senate matters concerning amendments to the Charter of the Faculty Senate and to the bylaws of the voting faculty, and matters concerning bylaws, standing orders and special orders of the senate”;

**Whereas**, periodic reviews are widely recognized as an effective element of institutional assessment and improvement;

**Whereas**, all UB degree programs that are not subject to external professional accreditation processes undergo periodic comprehensive program reviews (<https://www.buffalo.edu/catt/program/review.html>);

**Whereas**, administrators, faculty, and staff all undergo periodic performance reviews;

**Whereas**, the Bylaws Committee lacks the resources and specific charge to conduct a thorough review of the organization and functioning of the Faculty Senate;

**Whereas**, the Bylaws Committee has identified aspects of the organization and functioning of the Faculty Senate that merit review, including:

- Organization of committees and relationship to the FSEC and FS
- Structure of FS leadership
- Diversity of representation on the FS and its committees
- Use of technology to improve conduct of FS business;

**Whereas**, UB’s Office of Institutional Analysis (OIA) is charged with “the collection and analysis of quantitative and qualitative information on the institution, its students, its faculty, its programs, its publics, its practices and its services” and “provides analytic support for the planning, evaluation and policy initiatives of the Provost and senior leadership;”

**Whereas**, the FSEC has the authority to establish ad-hoc committees (FS Charter VI, F. 4);

**Therefore Be It Resolved That**, the FSEC will

- issue a call for volunteers from among the whole faculty to form an Ad-hoc Senate Institutional Review Committee that will take charge of conducting a thorough review of Senate organization and functions, including but not limited to the matters listed above;
- appoint members of the ad-hoc committee and, in consultation with the committee, establish a set of goals, deadlines, and budget for the review by May 15, 2022;

- encourage the committee to draw upon the staff and informational resources of the OIA, in consultation with its leadership and the university administrators it reports to;
- charge the ad-hoc committee to include in its final report a recommendation about whether the bylaws and standing orders should be amended to include a provision specifying the frequency and procedures for future periodic reviews.