

University Council Steering Committee

MINUTES

JUNE 12, 2013

2:00 – 2:45 PM

MEETING CALLED BY	Kent Marsden, vice chair/co-convener
TYPE OF MEETING	Biweekly Meeting
PRESIDER	Kent Marsden
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Kent Marsden, Mike Sherman, Suzanne Testerman Absent with notice: Matt Bungard, Nathan Kerr Other attendees: Julie Burdick, Kim Haverkamp

Agenda topics

2:00 – 2:05 CALL TO ORDER KENT MARSDEN

DISCUSSION	<ol style="list-style-type: none"> 1. The vice chair/co-convener asked for additions to the agenda. The topic, Issue Brief Communication, was added. The agenda was approved by unanimous consent. 2. The vice chair/co-convener asked for additions or correction to the May 29th Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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2:05 – 2:15 UNFINISHED BUSINESS KENT MARSDEN

DISCUSSION	<ol style="list-style-type: none"> 1. The vice chair/co-convener discussed the bylaws implementation plan at the June 4th UC meeting. On June 10th, members of the BOT Rules Committee were asked to review the University Council proposed bylaws. It is anticipated that the BOT will act upon the proposed bylaws at the August 7th meeting. 2. The Steering Committee continued discussion of the suggestion made at the May 29th UC Steering Committee meeting to change the procedure for electing Steering Committee officers. University Council members would elect members to fill vacant positions on the Steering Committee and then the Steering Committee would hold an election for the specific officer positions. The decision was made to change the procedure. An election to fill the vacant Steering Committee position will be held after the anticipated August BOT decision of the proposed bylaws.
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2:15 – 2:35 ISSUE BRIEFS KENT MARSDEN

DISCUSSION	<ol style="list-style-type: none"> 1. The vice chair/co-convener discussed the Cost per Student FTE and SCH issue brief with Institutional Research. Institutional Research has provided the submitter with the available discipline data. The department data requested is not available. Kent Marsden will respond to the submitter.
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	<p>2. The Steering Committee discussed the issue brief process and communication of issue brief responses to the campus community. The campus community is aware of the existence of the University Council and the UC website. There is an issue brief section on the UC SharePoint site. There is a link on the UC website, University Council Business: Summary of Progress, which summarizes issue brief responses from standing committees. A suggestion was made to change the name of the link to better identify the information. Another suggestion was made to obtain analytics to determine how many people are visiting the website and SharePoint site.</p>
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2:35 – 2:45

NEW BUSINESS

KENT MARSDEN

DISCUSSION	<p>1. The Steering Committee decided to cancel the University Council and Steering Committee meetings in July. The next UC Steering Committee meeting will be on August 7th and the next UC meeting will be on August 13th.</p> <p>2. A decision was made to hold Steering Committee meetings once a month. Kim Haverkamp will send Steering Committee members a revised meeting schedule.</p> <p>The meeting was adjourned at 2:45 p.m. by unanimous consent.</p>
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