1965

Senate committee to review procedures of communication between Senate and University Community.

University of Rhode Island Faculty Senate

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January 15, 1965

Professor H. P. Jeffries
Chairman of the Faculty Senate
C. J. Fish Lab.

Re: Senate committee to review procedures of communication between Senate and University Community.

The committee met on October 14 with all members present. Our discussion reached the following conclusions:

1. Complete Senate Agenda should be provided all senators.
2. This agenda should be more descriptive of actions to be considered.
3. The Executive Committee might require each committee report to begin with a summary of recommendations.
4. Annotations should accompany all reports (high lights)
5. Agenda to general faculty should be of 1-2 pages indicating proposals to be made and reference to complete reports in hands of their senators.
6. Agenda on a non white paper - Minutes on white paper.
7. Minutes shall be self contained with an accurate record of approved items. Thus if report A has been approved after some amendments, the minutes will include the "recommendations part" of report A as amended which then constitute the official Senate action.

There may be some question about by-laws sec. 3.8. It is suggested that the first sentence be divided into two as follows:

The secretary of the senate shall publish the agenda and relevant committee reports at least one week in advance of regular meetings and as early as practicable before special meetings. Distributions shall be: Agenda, including an outline of the proposed action, to all members of the faculty; full committee reports to members of the senate.

Edmund J. Farrell, Chairman
A. Cruickshank
M. Matzinger
N. Rorholm
J. Stilley

cc: The Executive Committee

EJF/jmc