August 21, 2013

To:       Kenny Hunt, Convener
          Graduate Curriculum Committee

From:    Anne Galbraith, Chair
          Faculty Senate

This memo is intended to serve as the initial charge letter to the Graduate Curriculum Committee for the 2013-2014 academic year. Please see the revised standing committee page for reference to the committee bylaws and previous charges and reports (http://www.uwlax.edu/FacultySenate/FacultyCommittees/FacultyCommitteesIndex.htm).

Per Faculty Senate Bylaw II. (s): “Each faculty committee shall hold an organizational meeting and report the name of the chairperson to the senate office by October 1. (Joint Chairpersons are not permitted.)”

Therefore, as the convener of the Graduate Curriculum Committee please arrange, as soon as feasible, an organizational meeting. In addition to a chairperson, please also elect a secretary.

Primary responsibilities of the chairperson include:
- promptly informing the Senate office (5-8018) the results of the election of officers and any changes in committee membership.*
- organizing and conducting meetings.
- completing a year end report on the UCC activities to be submitted to the Senate Office no later than May 31, 2014.

*The committee chairperson should carefully review Faculty Senate Bylaw II, “Faculty Standing Committees” for information on committee attendance and the role of alternates.

Primary responsibilities of the secretary include:
- recording minutes of each meeting.
- promptly sending approved meeting minutes to Sibbie Weathers (sweathers@uwlax.edu) so that the minutes can be posted on the faculty senate website.

In the event the committee chooses to rotate secretarial duties, please designate one person to be responsible for e-mailing the meeting minutes to Sibbie Weathers.

We will continue to use Google calendar for both meeting announcements and reporting of meeting minutes. Committee chairs are responsible for including the Google address (senate@uwlax.edu) on meeting announcements. This will satisfy the Open Meetings
requirements. Committee secretaries are responsible for sending minutes to both Sibbie and the Google site.

Although no special charge is being given to the committee this year, all committees are being charged with considering their size and configuration to see if the committee membership is appropriate for the workload, and to report back by early February 2014.

If you have questions or concerns please contact me at any time during the year. Finally, if the Senate Executive Committee or I can assist your committee in any way during the year, please do not hesitate to ask.

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cc: Graduate Curriculum Committee Members