September 23, 2014

To: Kenny Hunt, Chair
    Graduate Curriculum Committee

From: Bradley Seebach, Chair
    Faculty Senate

This memo is intended to serve as the initial charge letter to the Graduate Curriculum Committee for the 2014-2015 academic year. Please see the faculty standing committee page for reference to the committee bylaws and previous charges and reports (http://www.uwlax.edu/FacultySenate/FacultyCommittees/FacultyCommitteesIndex.htm).

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 ad hoc Graduate Curriculum Committee activities to be submitted to the Senate Office no later than May 31, 2015.

*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 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.

cc: Graduate Curriculum Committee Members