

## Notes from Sept. 2008 Meeting Relevant to Writing a Charter

The group discussed the future of the group, whether to write a charter, whether to affiliate with SECAC, how often (and where to meet), and how to sustain membership in the group (given the rotating nature of senate chairs). Christian presented a draft of a proposal for membership with SECAC (which uses SECAC's guidelines) that could be used as a starting point for writing an affiliation application and charter. Three subcommittees were created to discuss the future direction of the group.

The Subcommittee on Writing a Charter and SECAC Applications includes Toby Boulet, Karen Steckol, and John Williamson with Christian Anderson as an ex-officio member.

It was decided that key elements of a charter include that the group should meet at least once per year and that there be a steering committee with a chair. It was decided to draft a charter using the draft Christian had created as a starting point. The possibility of affiliating with SECAC was seen as being positive for the group by providing an administrative home and possibly funds.

It was decided that a title for the position Christian would occupy the position of "executive secretary." It was suggested that he talk with his department chair about the position to ensure that this position serve in a complementary way to his research program.

The group decided that the main principles for the charter would include that there be one vote per school, that there would be a steering committee (each member serving for five years, the first five to be staggered so that only one rotates off each year), meeting locations will be determined by the steering committee, and that membership

Toby Boulet, for the Subcommittee on Writing a Charter, reported that the application for affiliation with SECAC would be due in April. The Subcommittee recommended the following structure:

- That there be 12 members (one per institution), with one vote each. The official representative for each institution would be the senate chair/president. (Others could attend from an institution but would not have an additional vote.)
- That there be a Steering Committee of 5 members, each with a 3 year-term [modified to 2 years in the discussion?], with staggered memberships (2 for 2-years; 2 for 3-year; 1 with a 1-year term) to begin so that the entire membership would not rotate off the Steering Committee at once. The Steering Committee chair and co-chair to come from the longer terms to allow for continuity.
- The Steering Committee would handle logistics of the meeting, set the agenda with the host school for the group.
- The group would rely on the assets of the host institution in putting together the annual meeting.

Members discussed whether the universities' faculty senates needed to vote on membership in the group. It was decided that such a vote would generally not be necessary, however, that senate leaders should inform their senates that the group exists and that they are participating.