**Attendance:**

Hockenberry [X] Horst [X] Jones [X] Mangruem [X] Nichols [X]

Smith [X] Stewart [X] Villalobos [] Kramer [X] Topdar []

Catanzaro [X] Braswell [X]

**Absences:** 2

Meeting called at 6:01pm

Committee members introduced themselves to new member Gregory Braswell.

The committee approved minutes from the 9.27.2020 meeting.

The committee discussed the proposed library committee bluebook page. Senator Horst will check with library committee on the language regarding the number of administrators stated on bluebook page.

The committee discussed the bluebook page for the Council of General Education.

Committee agreed to suggest clarifying the language regarding voting members and ex-officio members. Senator Stewart suggested changing language to specify the approval of general education course and sequence modifications. Senator Horst ensured she would confirm these changes with Amy Hurd.

The committee moved on to review College of Arts and Sciences bylaws.

Senator Horst wanted to look into the title of the document. Senator Horst wanted to confirm which functions of the college reports to the council. The committee agreed to ask the council for rationale for having the Dean as a voting member. Senator Horst wanted to add language regarding dean and chair evaluations. Senator Nichols agreed to look through the document to find a place to add language referring departments and chairpersons including schools and directors.

The committee agreed to suggest clarifications in CAS subdivision groupings and changing use of commas and semi-colons. Senator Horst suggested adding language about accommodating virtual meetings. Senator Hockenberry suggested making all language in the bylaws gender neutral and the committee agreed. Senator Stewart raised concern about language regarding the sharing of the minutes and suggested adding language regarding virtual sharing of the minutes. The committee briefly reviewed Appendix C and D and agreed to make small grammar and language changes.

The committee agreed to adjourn the meeting.