

## MINUTES

### CARTA Steering Committee Meeting, October 21, 2011

Report date: October 24, 2011 by E. Ozer

**Participants:** R. Dundas, Music (**Chair**)  
P. Abbott, Interior Architecture  
R. Buckley, Art & Art History  
P. Church, Theatre  
M. Vitenson, Music  
K. Watson, Communication Arts  
E. Ozer, Landscape Architecture (**Secretary**)

**Absent:** J. Chandler, Architecture (**Vice Chair**)

#### Chair's Agenda:

- I. Call to order and Roll
- II. Review of minutes from meeting on October 7, 2011; vote to approve
- III. Committee vote to proceed with revisions to constitution
- IV. Chair's report on constitution meetings with Dean
- V. Unit reports on responses from faculty
- VI. Constitutional review
- VII. Other items

#### MEETING COMMENCED at 12:08 pm

##### **I. Call to order and Roll**

Chair Dundas called the meeting to order at 12:08 pm.

J. Chandler was absent and K. Watson arrived late due to class (12:15 pm).

##### **II. Review of minutes from meeting on October 7, 2011; vote to approve**

*Motion* (R. Buckley): Approval of minutes.

*Second* (P. Church).

*Vote*: Unanimous.

*Resolution*: Minutes approved.

### III. Committee vote to proceed with revisions to constitution

**Motion** (Chair Dundas): The Steering Committee has agreed to move forward in discussions with the Dean and the Provost in revising the current Constitution of the CARTA.

**Second** (R. Buckley).

**Vote:** Unanimous.

**Resolution:** Motion approved.

### IV. Chair's report on constitution meetings with Dean (considered in conjunction with item VI) VI. Constitutional review

Chair Dundas distributed to the committee members photocopies of the revised portions of the Constitution that he compiled based on the last Steering Committee meeting and his discussions with Dean Schriner.

#### **Report by Chair Dundas:**

Description of the role of department chairs, their relationship with the Dean, and how the Dean relates to the Provost were the main topics of discussion during Chair Dundas meeting with Dean Schriner. Also discussed were perceived inaccuracies and redundancies in the current constitution.

**Motion** (P. Church): Chair Dundas should continue the discussions with the Dean in revising the constitution.

**Second** (K. Watson).

#### **Discussion:**

- A secretary from the college should attend the meetings between Chair Dundas and Dean Schriner to relieve the load on Chair Dundas in compiling notes.
- The Steering Committee members should send feedback to Chair Dundas immediately upon receipt of the revised portions of the Constitution.
- The Steering Committee members should make sure to send their comments to all other members of the committee, not only to Chair Dundas, so that each member can see each other's comments.
- Chair Dundas will incorporate the comments of the Steering Committee Members into the Constitution document.
- The committee agreed on November 10, 2011 as the deadline for completion of the revised Constitution. Chair Dundas will deliver the revised Constitution to the Steering Committee members on that date to be distributed to the faculty body for their comment before the Fall Assembly meeting.

Chair Dundas also reported that Dean Schriner forwarded him a document (*Rubric for Evaluation the Strengths and Possible Weaknesses of Each Unit's Constitution and Bylaws Drawing on the Bill of Collective Rights and Principles of Governance from the Faculty Senate's own Constitution and Bylaws*) that needs to be considered during the Constitution revision process. The document has been sent to Dean Schriner by Barbara Watts. Following the distribution of the photocopies of this document, the Steering Committee's discussion concentrated on items 4, 5, 7, 8 and 9. Chair Dundas will follow up about these items with Dean Schriner and Barbara Watts.

CARTA Bylaws: Currently, CARTA does not have a Bylaws document. Many items in the current Constitution document can/should move to a Bylaws document. Chair Dundas is seeking volunteers who will start the process of developing the CARTA Bylaws. Chair Dundas will send to the Steering Committee members the Bylaws of the College of Arts and Sciences via email as soon as possible. Chair Dundas also will begin highlighting the parts of the Constitution that seem appropriate to move to the Bylaws.

**V. Unit reports on responses from faculty**

Chair Dundas has not received much feedback from the faculty members regarding the comments of Dean B. Schriner and Associate Dean A. Drisin on the current Constitution document.

**VII. Other items**

Chair Dundas recommended that in future meetings the Steering Committee should plan on discussing the development of events that will increase involvement of the whole CARTA faculty in the Constitutional discussion.

P. Church requested help from other Steering Committee members advertising two upcoming events in the Theatre and Music departments that will provide scholarships to students in those departments. He will send flyers of the events via email to the Steering Committee members for distribution.

**MEETING ADJOURNED at 1:23pm**