

Bylaws Committee  
SMHS  
December 12, 2016

Attending: Dr. Cindy Janssen, Dr. Jeanie McHugo, Dr. Min Wu, Dr. Thad Rosenberger, Dr. Ken Ruit

Absent: Dr. Jane Dunlevy, Dr. Jay MacGregor, Dr. Susan Splichal, Dr. Arielle Selya, Breann Lamborn

Others in Attendance: Judy Solberg

Recorder: Mary Johnson

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
Welcome/Call to order	Dr. Cindy Janssen welcomed everyone to the meeting.	
Approval of September Minutes	Minutes from November 16, 2016 were reviewed by members. No changes recommended.	Dr. Cindy Janssen approved the minutes.
Updates on Bylaws reviews from Standing Committee Chairs	<p>Dr. Cindy Janssen, Chair, reported that the following Standing Committees were contacted and responded with the exception of FAC which is chaired by Dr. Lutz.</p> <p>CPT (Committee on Promotion and Tenure) responded that they (Dr. Sonia Zimmerman and Dr. Renae Mabey) have four different versions of CPT, are in the process of reviewing them, and will report back when review is completed.</p> <p>Biomedical and Health Sciences Curriculum Committee (BHSCC) reported that they will not have any changes.</p> <p>Graduate Medical Education Committee (GMEC) reported that they will not have any changes.</p> <p>Nominating Committee reported that they will not have any changes.</p> <p>Dr. Cindy Janssen will follow up with the following committees: Admissions Committee; Medical Student Academic Performance Committee (MSAPC); Medical Curriculum Committee (MCC); Research Committee; and Committee on Resources for Education</p>	Report given by Dr. Cindy Janssen
Determine process for reviewing the rest of the Bylaws document	Dr. Cindy Janssen read the Charge of the Bylaws Committee. Review the structure of the Bylaws , including the Standing Committees document, on at least an annual basis to ensure that they comply with the requirements of the State, the university and accrediting organizations, and to ensure that they reflect the needs and functions of the SMHS. Indicated that Dr. Susan Splichal has some minor changes and will review this at the next meeting.	Dr. Cindy Janssen will review and highlight sections that might be related. Dr. Cindy Janssen will also contact legal and verify if they should be reviewing Bylaws and on what

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	Discussion held on process to complete this task. Judy Solberg indicated that the General Counsel writes up a document that highlights items that have changed or that we need to pay attention to. We also need to stay in check with the Faculty Handbook.	schedule. Dr. Thad Rosenberger and Dr. Susan Splichal will forward updates.
Propose Bylaws edits/changes for Associate Dean for Medicine Committee Memberships	In Section Three – Faculty Academic Council/Membership/#3 Nonvoting Membership place Associate Dean for Medicine in third position. Under Medical Curriculum Committee/D. Membership/#2 Nonvoting Members/Advisory place Associate Dean for Medicine in first position and strike Associate Dean for Clinical Education. In the Graduate Medical Education Committee/Membership/Nonvoting Membership/Advisory add a. Associate Dean for Medicine, b. Program coordinator of each sponsored residency program, c. Associate or Assistant Deans, as appointed by the Dean.	Mary Johnson will work with Judy Solberg and IT support staff to make new edits on a clean Bylaws Document and will bring to the next Bylaws meeting.
Discussion about how often bylaws changes can be proposed and voted on per year	Discussion was held to consider efficiency and costs. Committee could decide to only allow changes on an annual basis by a pre-determined date. Accreditation could be an exception. Additional discussion will be held at the next meeting.	Dr. Jeannie McHugo will draft a policy. Dr. Min Wu will assist.
FAC Models: Plan for revision to “status quo”	Dr. Jeanie McHugo read the FAC minutes, specifically the motion about FAC voting membership. Bylaws committee members edited as follows (see bold italics below): B. [FAC] Membership: Voting members of the Faculty Academic Council, each with one vote, shall consist of the following: 1. Each department chair  2. Members-at-large Elected members-at-large are to represent the interest of the School as a whole rather than individual departments and shall consist of: a. Three (3) <b>(change this number to 7) Basic Science (will change to Biomedical Sciences) Faculty</b> b. Three (3) Clinical Science Faculty; and c. Three (3) Health Sciences Faculty	Dr. Cindy Janssen will meet with Dr. James Porter to check the proposed change in numbers for Biomedical Sciences in FAC.
New Business	None	

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Adjournment	The meeting adjourned at 11:00 AM.	Dr. Cindy Janssen.
Next Meeting	Doodle poll will be sent to all committee members for the next meetings.	Mary Johnson will send out Doodle polls.



Signature

2-17-17

Date Approved