



Office of the Dean

240 Schaeffer Hall
Iowa City, Iowa 52242-1409
319-335-2611 Fax 319-335-3755
clas@uiowa.edu www.clas.uiowa.edu

MINUTES
CLAS Shared Governance ad hoc Committee Meeting
October 3, 2018
1:00 – 2:00 PM
240 SH

Committee members: Rob Durham, Kari Gates, Dian Gottlob, Monica Griffin Madura, Becky Kick, Heather Mineart, Adam Skibbe

Absent: None

Agenda:

- Review timeline of process and important dates and deadlines needed to meet and who should be notified and involved
 - Dian provided a shared governance committee timeline with key dates for the committee to meet.
 - Goal is to finish the document by 10/29 and have to EC by 11/6
 - The Ad hoc Committee agreed to add another one-hour meeting to the calendar to ensure we meet the key dates and goals through 11/6

- Review and update Manual of Policy and Procedures template
 - Beginning with Article IV Section IV.3 worked through the template and ended with Article VIII.2
 - Committee was charged to come to next meeting with 1-4 goals for the staff council for duties for this section.
 - Adam will create a version 1.1 of the template to copy over everything we have created into a clean copy.

- Roundtable

NEXT MEETING: October 8, 2018 at 1:00 pm in Schaeffer Hall 240