

**THE
COMMUNITY COLLEGE
OF RHODE ISLAND**
FACULTY SENATE OFFICE

400 East Avenue, Warwick, RI 02886 USA



Serial Number S.2022-002

TO: President Meghan Hughes
FROM: Sandra Luzzi Sneesby, Chairperson of the Faculty Senate

1. The attached BILL titled, *Uniform Meeting Schedule* is forwarded for your consideration.
2. This BILL was adopted by vote of the Faculty Senate on April 29, 2022.
3. After considering this bill, will you please indicate your approval or disapproval. Return the original, completing the appropriate endorsement below.
4. In accordance with Section 10, paragraph 4 of the Senate's By-Laws, this bill will become effective May 20, 2022, three weeks after Senate approval, unless: (1) specific dates for implementation are written into the bill; (2) you return it disapproved; or (3) the University Faculty petitions for a referendum.



Signature of the Faculty Senate Chair

4-29-2022

(date)

ENDORSEMENT

TO: Chairperson of the Faculty Senate

FROM: President of the University

- a. Approved___.
- b. Approved subject to Notice of the Council on Postsecondary Education___.
- c. Disapproved___.


Signature of the President

5.4.22

(date)

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Serial Number S.2022-002

A BILL TO CREATE A UNIFORM MEETING SCHEDULE

Introduced By: Senators Stockford, Luzzi Sneesby, Friel
Date Introduced: 3/25/2022 (Amended, 4/18/2022) (Amended, 4/29/2022)
Date Approved: 4/29/2022
Referred To: Senate Meeting Agenda

1 Each spring semester, the Vice-President of Academic Affairs shall convene a Meeting
2 Scheduling Committee to create a master meeting schedule for the upcoming academic year. The
3 committee shall consist of four Senators, one from each division, representatives from Marketing,
4 Academic Affairs, the President's Office, Student Affairs, the Registrar's office, and others as needed.
5 The purpose of the committee's work shall be to minimize conflicts between college wide meetings and
6 meetings which involve faculty.

7 The Meeting Scheduling Committee shall develop a broad calendar of meetings on Fridays
8 throughout the academic year across two time blocks, one in the morning (8 a.m. to 12 p.m.) and one in
9 the afternoon (12 p.m. – 4 p.m.). Events which are scheduled on days other than Friday shall also be
10 included. The schedule shall be posted on the college website by June 1st. Meetings and events
11 scheduled after this date shall avoid overlapping with the established schedule.

12 The Meeting Scheduling Committee calendar will include Senate meetings, Senate sub-
13 committee meetings, Curriculum Committee meetings, General Faculty meetings, and any other
14 committee meetings and events involving faculty. Department chairs will notify the committee of their
15 department meeting dates.