

**Committee on Governance Meeting Minutes**  
**Meeting #15 (2017-18)**  
**Monday, December 4, 2017, 1:30 pm – 3:00 pm**  
**HUA Conference Room, SL 124**

In Attendance: Leonard Albano (Acting Secretary), Provost Bruce Bursten, Susan Roberts, David Spanagel (Acting Chair), Bengisu Tulu, and Suzanne Weekes

1. The meeting was called to order at 1:35 pm.
2. The agenda was approved as distributed.
3. The minutes for COG meeting #14 (Nov. 27) were approved as amended.
4. Continuation – Faculty Evaluation of Administrators

During COG Meeting #12 (Nov. 13), the committee created sets of draft questions for faculty evaluation of the Vice Provost for Research (VPR) and the Dean of Undergraduate Studies (DUS). Prof. Tulu reported that she shared the former with VPR Vernescu, and she is awaiting his feedback. Prof. Albano gave an update on Dean Heinricher's feedback on the questions for evaluation of the DUS, and the committee established a final set of questions.

The committee refined two sets of draft questions for faculty evaluation of the Dean of Graduate Studies and the President. Prof. Roberts and Prof. Weekes provided the initial drafts, and they will share the updated questions with the respective administrators for their feedback.

Prof. Spanagel reminded committee members to ask each of the administrators to provide a paragraph on their role and responsibilities for inclusion on this year's surveys.

5. The meeting adjourned at 2:53 pm.

Respectfully submitted,

Leonard Albano, Acting COG Secretary