Attendees: Carmen Coury, Klay Kruzcek, Jonathan O’Hara

**Old Business:** The committee discussed where to house updates/bylaws/minutes from various all-university committees and Senate subcommittees. Some possible options included:

- **Using Microsoft Team,** where committee can have a Team or channel: This would be easy for committees to upload read-only documents, but it would be hard to give all faculty access to see relevant documents.
- **Using Confluence:** This is a little clunky, but it is still an option.
- **Having a university webpage dedicated to committees,** where each committee would control the content: We are worried about the various logistical issues with this idea.
- **Reintroducing the idea of the Webmaster position for Faculty Senate** (and reference it in the bylaws and constitution). This person would oversee working with the Office of Information Technology to create a webpage (and subpages) and posting relevant content. There are a few questions that still need to be answered, such as:
  - Does this person serve on a Senate subcommittee as well?
  - Is this person the Technology Committee Chair or the Elections Committee Chair?
  - Is this person a representative from the Technology committee or the Elections committee Chair?
  - Will the Webmaster handle the Faculty Senate webpage or just the Committee webpage?

**New Business:** We plan to sit down with various parties to discuss the admissions deadlines and the effect on students who are admitted during the 1st week of classes.