

## UMW Faculty Governance Organizational Meeting

August 23, 2016 – Digital Auditorium

1:30-3:00 – Meeting with Committee Officers

- I. Meeting Minutes
  - a. Best Practices
  - b. Example
- II. Scheduling Committee Meetings
  - a. Post schedule to website
  - b. Schedule changes- communicate 1 week in advance; committee members, UFC chair, officers of college governing bodies
  - c. At least 1 meeting of record per academic year
- III. Posting Minutes and Motions
  - a. Convert to pdf (<https://www.freepdfconvert.com/>)
  - b. Upload pdf to committee website Minutes & Reports
  - c. Send email notice to UFC Chair
- IV. Holding meetings
  - a. Cancelling meetings
  - b. Electronic meetings

### Committee Meeting and Submission Deadlines

Recommended Meeting Dates	UFC Meeting Materials Due	UFC Meeting Dates
Sept. 12-16, 2016	Sept. 19, 2016 (Monday)	Sept. 28, 2016 (Wednesday)
Oct. 5-14, 2016	Oct. 17, 2016 (Monday; first day of Fall Break)	Oct. 26, 2016 (Wednesday)
Nov. 9-18, 2016	Nov. 21, 2016 (Monday)	Nov. 30, 2016 (Monday)
Jan. 11-20, 2017	Jan. 23, 2017 (Monday)	Feb. 1, 2017 (Wednesday)
Feb. 8-17, 2017	Feb. 20, 2017 (Monday)	March 1, 2017 (Wednesday)
March 15-24, 2017	March 27, 2017 (Monday)	April 5, 2017 (Wednesday)
	Committee Membership Info Due to UFC by April 24, 2017	April 24, 2017 (Monday)
		Planning Meeting – 2 <sup>nd</sup> week of May