

University Faculty Council Special Meeting Minutes

August 23, 2018

Woodard 202

1:30pm-3:00pm

- 1) Call to Order: The meeting was called to order by Jackie Gallagher
- 2) Meeting Business
 - a. Election of New UFC Officers
 - i. Chair: Jackie Gallagher will serve as UFC Chair for the 2018-2019 academic year.
 - ii. Vice Chair: Anand Rao will serve as UFC Vice Chair for the 2018-2019 academic year.
 - iii. Secretary: Dave Henderson will serve as UFC Vice Chair for the 2018-2019 academic year.
 - iv. Parliamentarian: Marcel Rotter will serve as UFC Parliamentarian for the 2018-2019 academic year.
 - v. Discussion of when and whether to submit draft minutes
 1. Valuable, but the draft minutes can be confusing
 2. UFC chair should encourage committees to approve minutes as soon as possible
 3. Anand and Jackie indicated that committees can submit draft minutes if they want to, but not required
 - vi. Discussion of meeting minutes submission deadline
 1. According to UFC Rules of Order (handbook, appendix L), the UFC agenda should be distributed at least two working days before each meeting. This doesn't give the council much time to read and gather feedback on agenda items
 2. Committee minutes/reports are to be written within 10 days of the meeting (Handbook, 2.4.3.4 Reporting). Depending on the date of the committee meeting, minutes will be included at the next UFC meeting, or the one following.
 3. Jackie will distribute a 'tentative agenda' one week before council meetings. It is anticipated that this will remind secretaries to submit minutes and reports, so the agenda can be updated on the Friday before Wednesday meetings. If most items are received by Friday, council members will be able to read items added on Monday, two working days before the meeting itself.
 - vii. Discussion of how to improve overall communication and discussion at UFC meetings

1. Cleanup web page; publicize & pay attention to the ‘forum topics’ that can be submitted by any member of the community; reach out to constituents; invite speakers
 - a. We would like regular updates from the General Education Committee on their progress
 2. Ask President Paino and Provost Mikhalevsky to consider submitting their reports ahead of each meeting by video
 - a. This would allow anyone to watch and prepare questions ahead of the UFC meeting.
 3. Discussion of whether to keep the videos
 - a. Valuable for the UFC secretary to review for the minutes
 - b. Keep the videos
- viii. UFC Business requested by the Provost for the 2018-2019 Academic year
1. Need to update the procedure by which we select faculty marshals
 2. More rules for regalia
 3. Should graduate and undergraduate commencement ceremonies be combined
- ix. Discussion of UCC Rep from UFC
1. Ultimately, Jackie will attend.
- x. Announcement: officers of the Texas Council of Faculty Senates have invited us to an initial interest/organizational meeting of a new national organization: The National Council of Faculty Senates (<http://www.txfacultyssenates.org/>). Anand will attend as President of the Faculty Senate of Virginia. Others may attend.
- 3) Meeting Adjournment: The meeting was adjourned by Jackie Gallagher