

UMW Faculty Governance Organizational Meeting

August 23, 2018 – Woodard 202

1:30-3:00 pm UFC officers and members of university committees

- I. Election of officers:
 - a. Chair-elect/vice-chair;
 - b. Secretary
 - c. University Curriculum Committee
- II. Meeting minutes submission deadline – discussion.
- III. How can UFC be more deliberative, more communicative, more connected to other faculty?
- IV. Anything else?

Information for University Committee members

- I. Update committee website
 - a. Update committee members and roles
 - b. Update any relevant information (how to, what is already approved, etc.)
- II. Scheduling Committee Meetings
 - a. Post schedule to website
 - b. Schedule changes must be communicated 1 week in advance – inform committee members, UFC chair, officers of college governing bodies
 - c. Hold at least one meeting of record per academic year
- III. Holding Meetings
 - a. Cancelling meetings – inform as above for schedule changes
 - b. Electronic meetings – record and submit minutes as usual
- IV. Meeting Minutes
 - a. See University Committees website for guidelines
 - b. See University Committees website for sample minutes
- V. Posting Minutes and Motions
 - a. Save minutes as PDF
 - b. Upload PDF to Minutes and Reports section of committee website
 - c. Email UFC chair to notify that minutes are posted, including separate motions or action items
 - d. Please see submission deadlines below:

Submit materials by	UFC Meeting Dates
	Weds 26-Sep
	Weds 24-Oct
	Weds 28-Nov
	Weds 30-Jan
	Weds 27-Feb
	Weds 27-Mar
	Mon 15-Apr