**UFOC Minutes**

**September 18, 2013**

Members present were Deborah Zies, Chair, Jo Tyler, Secretary, Brooke DiLauro, and Rachel Graefe-Anderson. A quorum was present.

The minutes of the August 28 meeting were approved.

We reviewed the results of the elections held the previous week to fill vacancies on the University committees.

* Hilary Stebbins was elected as the replacement for Alan Griffith, the CAS representative, on the University Faculty Affairs Committee.
* Julie Hodge was elected as a temporary (1-year) replacement for Marjorie Och, the CAS representative on the University Faculty Appeals and Grievances Committee.
* Chinthaka Liyanage was elected as a temporary (spring 2014) replacement for Brooke DiLauro, one of the CAS representatives on the University Faculty Organization Committee.
* Doug Sanford was elected as the temporary (fall 2013) replacement for Federico Schneider, an at-large member of the University Sabbaticals, Fellowships and Faculty Awards Committee.

We also made appointments to fill vacancies on the following faculty advisory committees:

* Nicole Myers was appointed to replace Gladys Gomez on the Distance and Blended Learning Committee
* Jennifer Polack-Wahl was appointed as a temporary (fall 2013) replacement for Krystyn Moon on the Speaking Intensive Committee.
* Marisa Martinez-Mira was appointed as a temporary (spring 2014) replacement for Brooke DiLauro on the Writing Intensive Committee

Regarding CAS committee vacancies, Claudine Ferrell was appointed to fill a vacancy on the Bachelor of Liberal Studies Committee.

There are two remaining vacancies for College of Business members on University Committees.

* University Faculty Appeals and Grievances Committee (for a term ending in 2016)
* University Faculty Affairs Committee (for a term ending 2014)

Rachel Graefe-Anderson will notify Deborah Zies as soon as the COB fills these positions.

We discussed creating a database of University-wide committees, including those listed in the Faculty Handbook as well as any other special committees that are not listed in the Handbook. This is something we have wanted to develop for several years. We thought that perhaps a web-based tool could be created to generate the database, whereby faculty would input their information in a dialog box that would automatically transfer the information to a database. Deborah Zies and Rachel Graefe-Anderson will consult with other faculty who might be able to help us set something like this up.

Deborah Zies also mentioned a problem with the database that she started last year. The current search tool for members rotating off committees makes it difficult to determine if the person identified is temporary (doesn’t need to be replaced) or a permanent member (that would need to be replaced). Therefore, Right now there is no reliable and convenient way to identify temporary vacancies. One idea might be to email all committee members at the end of each semester to determine if they will need a temporary replacement. In order to do this, the email addresses need to be added to the committee database maintained by the UFOC chair.

Unless there is a need to meet again in fall semester, the next meeting of the UFOC will take place in the spring to organize for the elections and appointments of 2014-15 committees.