

## Minutes

UMW University Faculty Organization Committee

October 11, 2019, 10:00 AM

HCC

In attendance: Don, Brad, Janine, Smita, (Anand), Christy

1. The meeting was called to order at 10AM on October 11, 2019.
2. We approved the September meeting minutes.
3. There were guests in attendance. Students from Mike Lapke's class are working on building a database for UFOC that would allow us to search and track the history of committee members across the university. This would help us to spread out service. The students were given a description of what fields UFOC would like. Such fields include the following: name, college, rank, committees, term dates and years.
4. Unfinished Business
  - a. We appointed Angela Pitts as the new faculty marshal. Don will announce the appointment.
  - b. Handbook Language and Report
    - i. The committee is continuing to refine the report. Anand Rao was a guest at this meeting and gave a report on UFC activities. UFC is also working on committee handbook changes that are needed. We shared our current report. The final report will be completed and approved at the November UFOC meeting.
    - c. It has been suggested that CAS Faculty Council fill positions on committees that prefer representation from all three colleges. Currently COB and COE are already filling these committees with internal processes as indicated in the Faculty Handbook.
      - i. Instead of saying that a committee requires representation from all three colleges, the handbook language should be changed to "preference is given" to having representation on all three committees.
        1. Colleges will be asked if there are committees that they would expect to have representation on. These will be reported on at the next meeting.
      - ii. UFC is continuing to work on handbook language as well as UFOC. UFOC needs to have this information in order to send out accurate calls for committee positions in the spring.
      - iii. UFC (per Anand) would like UFOC to work out big ideas (should all colleges have representation? What should process of deciding them be?).
      - iv. Anand suggested that section four of the faculty handbook is very messy. We will spend time making sure that all language is uniform throughout the handbook once recommendations have been made.
    - d. List of voting members
      - i. UFOC will have a complete list of the voting members of the university completed by the next meeting. These have been incomplete because they have been passed down from previous UFOC secretaries, but there appears to be no formal process for maintaining these lists.

- e. Update on positions
  - i. Jessica Self is currently on the Honor's Committee, but in November she would like to be replaced temporarily. Don will send out a call for replacements.
  - ii. Helen Housley needs a one-year replacement for her position on UFC and CAS FC, but we will wait for this replacement until we send out calls in March.
  - iii. We will be meeting again on November 20<sup>th</sup>.

- 5. New Business
- 6. Announcements
- 7. Adjournment

Submitted by Christy Irish