

## Minutes

### UMW University Faculty Organization Committee

November 20, 2019 1:00PM

HCC 210

1. Call to Order- Janine Davis
2. Approval of Minutes – October, 2019 meeting (Per UFC more detailed minutes will be taken. As a committee we will go back through the minutes and make clarifying statements.)
3. Unfinished Business
  - a. Handbook Language and Report has been condensed and updated and can be found at the following link:  
([https://docs.google.com/document/d/1Mlt4z\\_xDrBZmXsFepEFYz0Qniy8RYNEq9rk1rUgGtJQ/edit?usp=sharing](https://docs.google.com/document/d/1Mlt4z_xDrBZmXsFepEFYz0Qniy8RYNEq9rk1rUgGtJQ/edit?usp=sharing))
    - i. The committee will look at and add details about our work for this semester on this document. Christy added the procedures of how this work occurred.
    - ii. Smita has a list for COB of the committees they would like. This, as well as COE's recommendations have been added to the UFOC report that will be shared with UFC and with the faculty through the disseminated minutes. This dissemination will allow an additional chance for other faculty to provide input (through their UFC representatives) that may not have been captured by the survey and in the report.
  - b. List of voting members
    - i. The committee has created and updated a list of all voting members of the University.
    - ii. Brad has made an excel sheet for the email list and calls. Christy will code COE members on the excel sheet and Smita will code COB. We will use this list moving forward for any calls.
  - c. Update on positions
    - i. Jessica Self will be replaced by Pamela Grothe on the Honor's Committee for November through May.
    - ii. Wei Chen will be coming back to UFOC next semester. Kanchan has been serving as a temporary replacement member this year.
    - iii. Helen Housley needs a one-year replacement on the UFC. We will fill this position when we do the university calls.
  - d. Meeting Dates for University Calendar
    - i. Last year we sent out calls in March.
    - ii. We will send out call for all open university nominations (Every position for non-college-specific and at-large members will be sent to everyone).
    - iii. This year our goal is to send announcement of positions by April 13, 2020.
    - iv. We need to finalize our list of positions by April 6 (This means COE, CAS, COB need to discuss committee positions at their meetings before this.)

- v. UFOC needs to look at handbook and see what it currently states for membership in each committee. We will make an excel sheet that lists each committee and its membership requirements/recommendations at our January meeting. We currently have this information on a Word document in our Canvas page, but we need to check the faculty handbook to ensure that it is accurate.
- vi. At our next meeting we will organize nominations and review handbook changes for UFC motions. We will meet on January 21<sup>st</sup> 3:30 HCC 210 (Christy will reserve).

#### 4. New Business

- a. At the UBAC meeting there was discussion about term limits for committee members. It was noted that the learning curve to serve on UBAC is rather steep, and it would be beneficial for committee members to serve for longer than three years. While the committee did not wish to advocate for terms longer than three years, it was asked if UFOC could revisit the limit of one term on a committee. This might be limited to UBAC, or enacted for all committees (Per request of Anand Rao)
  - i. The committee agrees that UBAC may serve two three-year terms. However, we are not going to extend this to all committees. If another committee requests this, then we will look at their requests on an as needed basis. We will need to change the handbook language for this and send it to UFC for approval.
- b. Schedule date of call for nominations for 2020-2021.
  - i. The call for nominations date has been scheduled for April 6<sup>th</sup>. This may change if needed in the spring.
- c. UFOC should ensure that colleges schedule date for college-specific committee member submissions.
  - i. UFOC will meet in January to discuss make up of membership on each committee. We will then advise colleges the dates of when we will be holding elections and making appointments.
- d. UFOC will revise certain sections of the Faculty Handbook pertaining to the process for selecting the student members who are to serve on various committees. (Per request of John Morello-See attached document)
  - i. UFOC will now ensure that students are named on committees.
  - ii. The committee voted to approve this new process for how committees are formed.
  - iii. Janine will write and submit rationale for altered timeline, language for the handbook, and the two most recently approved minutes.
- e. Board of Visitors and President would like a second faculty representative for renaming of Trinkle. There needs to be an announcement and election for this position. There must be five business days for nominations and for elections. The call will be sent on 11/25 by Don, as soon as he receives confirmation from administration.
  - i. We had a discussion of how to shorten timeline for some elections, which would enable UFOC to support more rapid naming of faculty members to ad-hoc groups and search committees. Currently these positions are often filled by the administration, which can contribute to a heavy service load for some faculty. We suggest that for these kinds of nominations (**not** existing, standing/elected university-wide committees) we could have two days for nominations and 3 days

for elections. This could enable ad hoc committee with faculty representation to begin work within a week. All other standing committees will remain with a five-day nomination call and a five-day election period.

5. Adjournment at 2:07PM.

Submitted by Christy Irish