UMW University Faculty Organization Committee Minutes

September 10, 2020, 11:00 AM

via Zoom (link on Canvas)

In attendance: Brad Lamphere (chair), Melissa Wells (secretary), Smita Jain Oxford, Kelly Yoon, Don Lee, Christy Irish

1. Call to Order: 11:04 AM
2. Unfinished Business
	1. “New Voting List” spreadsheet
		1. Add new faculty, remove retired, check categorization
			1. MW will provide new faculty names. Visiting positions do not get a vote.
			2. Last year, committee members did their own colleges by looking on the website. CAS could have department chairs check the master list after BL & DL do their initial work.
			3. Ultimately, having first and last names would be helpful too.
		2. Goal: Create a historical record to look at names to see service over time. Start with 2019-2020 and then move forward.
			1. Could use Microsoft Access as a database. Microsoft Teams could be a new hub too (problems arise as people enter/leave committee and have ownership of Google docs). We will consult others with tech knowledge for advice/suggestions.
	2. “2020-2021 Committees & Officers” spreadsheet
		1. Check for updates, other adjustments?
			1. Highlights in yellow indicate that officers are still missing. MW emailed them directly last week. Once finalized, send list to Andrew Dolby.
		2. Google doc worked well—sending it to all of the committees and setting it to edit-only access.
		3. UMW website: Each committee chair/secretary should update the UMW website themselves, not via UFOC. Andrew/Anand has a direction sheet to send to committees.
3. New Business
	1. Student representatives for committees
		1. Academic Affairs (2, appointed by president)
			1. Will check this with handbook, given discrepancies in some UFOC materials. DL found it is listed in 2019-2020 handbook.
		2. BLS (1, appointed by UFOC/SGA)
		3. Student affairs & campus life advisory committee (2, appointed by UFOC/SGA)
		4. JFMC (2, appointed by president)
			1. JFMC appointed their own students this year. MW will check on policy and handbook may need to be updated.
			2. MW will add student names for this year to Word document.
		5. Brad will contact SGA president (Kyree Ford) for list of student names.
	2. Spring Process- set schedule for announcements, elections
		1. Fewer meetings will be needed if we stay organized. CI already made a sheet of important information that she will share.
			1. Around 40 positions will expire in 2021.
4. Announcements
5. Adjournment: 11:50 AM

Next meeting: Thurs., Nov.12 at 11 AM