UMW University Faculty Organization Committee Minutes

February 9, 2021

via Zoom (link on Canvas)

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

1. Call to Order: 4 PM
2. Approval of minutes from 11/12 meeting occurred via email.
3. Unfinished Business
	1. Fill-in elections & appointments
		1. FAC added Jennifer Barry, CAS Curriculum added Melina Patterson.
		2. Interim Provost search committee was established in December and includes:
			1. Angela Pitts (Chair), CAS, CPR
			2. Andrew Dolby, CAS, Biology, UFC Chair
			3. Marcel Rotter, CAS, MLL
			4. Charles Tate, Director of Transfer Advising
			5. Jennifer Barry, CAS, CPR
			6. Justin Wilkes, Director, Student Transition Program
			7. Courtney Clayton, COE, Associate Dean
			8. Kim Gower, COB, Asst. Prof.
		3. Students for SGA, BLS, JF committees: Names were updated in November.
	2. Guidance from UFC about committee terms
		1. Andrew Dolby, UFC Chair suggested the need to avoid summer committee work, as UFC doesn’t want faculty to be working off contract.
		2. Discussion:
			1. However, at the university level, what is the expectation? Should emails be ignored? When emergency approval is requested during the summer, there is still an expectation that work be done.
			2. Handbook says that officers should be determined at the end of the spring. Old and new officers should meet together, but only old/current members (not new) should vote for those positions. Following this timeline is especially important now with CIM. We should communicate that to committees. This would also clarify responsibilities if emergencies do arise over the summer. (IRB also requires summer work too.)
			3. Suggestion: When emergency sessions over the summer are requested/required, maintain minutes to document how frequently this is occurring. A policy explicitly stating that emergency approvals/work should not be requested during off-contract times.
			4. Action: CI will talk to COE UFC reps to see best steps.
	3. Revision of voting lists & committee memberships
		1. Voting lists and committee memberships should be current.
			1. Positions on back-to-back terms: Multiple terms are not allowed on standing committees.
		2. Migration to Teams
			1. The file organization element of Teams probably won’t be the best for us, based on Melissa’s and Christy’s explorations.
			2. Instead, Melissa will create a UMW UFOC Google account so that information can be housed centrally and access can be given just to current committee members.
		3. Historic list of service
			1. Once the Google account is established, a Google Sheet will be started to track service historically.
			2. Memberships will need to be updated prior to appointments, so ideally this will be available prior to April.
		4. CIM
			1. UFOC has a responsibility to send committee leadership info to Kevin Caffrey so that the communication hierarchy can be updated in the system.
4. New Business
	1. Spring committee elections
		1. Committee structure sheet shows about 17 to run. There is a spreadsheet on Canvas (“UFOC Committee Structures/Elections”) that details the positions that need to be filled by college.
		2. Send out call for nominations Mon., 3/8. For 5 business days, calls will conclude on Wed., 3/17.
		3. Elections will run Mon., 3/22 through Fri., 3/26.
		4. Appointments will be done at an upcoming meeting (4/6).
		5. COE and COB appointments that are selected within the college need to be determined by 4/6. CAS will be done after elections and appointments (around 3rd week of April).
		6. Each UFOC rep should should check the needed committee sheet for their corresponding college.
		7. Brad will communicate about elections; templates are in the Google drive. Don will help as needed.
	2. Handbook for Committees for future UFOC
		1. Reminder that UFOC members need to review the handbook periodically. In email where we send election results to each committee, remind members that the handbook states that the new and old members should meet to elect new officers, but only old members should vote. May 5 should be deadline for officers to be sent to UFOC for Fall 2021.
5. Announcements: n/a
6. Adjournment: 4:47 PM

Next meeting: Tuesday, 4/6 at 4 PM