Minutes

UMW University Faculty Organization Committee

September 10, 2021, 2:30-3:30 PM

via Zoom

In attendance: Melissa Wells (Chair), Kelly Yoon (Seceratary), Smita Jain Oxford, Brad Lamphere Kevin Good, Brooks Kuykendall

1. Call to Order: at 2:30 pm
2. Approval of minutes (April 27, 2021)
3. Unfinished Business
	1. The committee The committee made the following motion to update the language in the handbook language describing the composition of UFOC to read as follows:
		1. **2.6.5 University Faculty Organization Committee** The committee consists of six faculty members, two from each College…
	2. Rationale: The existing language calls for five faculty members, two from each college. The correct math would actually yield six members if there are two representatives from each college.
	3. The motion passed unanimously.
4. New Business
	1. Digital organization of resources
		1. Canvas page will be updated with up-to-date information
		2. We have a new Google Drive account for digital organization.
	2. “Faculty Emails” spreadsheet
		1. Add new faculty, remove retired, check categorization
			1. UFOC needs a updated list of new faculty and retiree. UFOC will request information to the provost office.
		2. Ideas for streamlining faculty change information flow
			1. It was suggested that we contact Martha Link for more information about tnew faculty and retiring faculty.
	3. “2021-2022 Committees & Officers” document
		1. Updates
			1. Officers are supposed to hand in updated information by the last day of Spring semester.
		2. Student representatives: Students have been chosen for BLS and SA&CL, and the committee rosters have been updated accordingly. Students are being selected currently in the other 3 committees.
			1. Academic Affairs: 2 students appointed by President
			2. Bachelor of Liberal Studies (BLS): 1 student appointed by UFOC on the recommendation of the Director of the BLS Program
			3. Budget Advisory Committee: 1 SGA rep selected by SGA
			4. JFMC Advisory Committee: 2 students appointed by President
			5. Student Affairs & Campus Life: 2 students appointed by the President to represent the Fredericksburg & Stafford Campuses
		3. Staff representatives: USC has been contacted about filling these roles.
			1. Budget Advisory Committee: 4 members appointed by USC
			2. JFMC Advisory Committee: 1 member appointed by USC
		4. Position to fill: Marshals
			1. Currently only 2 marshals appointed, but the handbook states we need 6:  2 undergraduate faculty marshals and 1 undergraduate grand marshal, and 2 graduate faculty marshals and 1 graduate grand marshal.  We will follow up with the provost and previous members of UFOC from when the policy was enacted in 2019 to gain clarity about why 6 marshals are necessary, and if they are, we will run elections to fill these spots.
		5. Call for temporary replacements
			1. Will reach out to committee chairs to ask if they are aware of any spots that will need to be filled with short-term replacements during this academic year.
	4. Voting system: issues with Condorcet
		1. We can coninue to use the same system but plan ahead the voters getting in early
		2. The best time would be when we do “call for nomiations”
		3. We may need to send an email to new faculty saying ‘you need to sing up if you want to vote’.
	5. Spring Process
		1. Overview
			1. Around March, we start the call for nominations. Most elections will be running in Spring but some of them will be done in Fall (i.e. Marshals)
			2. In spring we will need to send out calls for nominations, organizize votes, and meet together to appoint people.
		2. Preparation of materials
			1. Working on updating the “UFOC Committee Strctures/Electinos” document to reflect the roles we wil need to fill in the spring.
		3. Ensuring committees select leadership by deadline set in handbook
			1. Based on the handbook, oganizational meetings were supposed to happen by the end of Spring semester.
			2. UFOC will ask Kevin about the timing necessary to enter committee leadership in CIM.
	6. Handbook
		1. UFOC will follow with Tim O’Donnell and Amy O’Rielly to see if any revisions are needed
			1. UFOC will follow-up with Tim and Amy to see if any revisions regarding changed rolls should be made in the handbook (like repacing John Morello’s former position)
	7. Scheduling fall meetings
		1. Oct 4 Monday 2:45 pm via Zoom
		2. Nov 8 Monday 2:45 pm via Zoom
		3. Spring scheduels – will be determined in later Fall
5. Announcements
6. Adjournment: at 3:30 pm