**Minutes**

**UMW University Faculty Organization Committee**

**August 31, 2022, 4 PM**

Attendee: Melissa Wells, Kevin Good, Kelly Yoon, Brooks Kuykendall, Samirah Fallah, Parrish Waters

1. Call to Order: 4:04 pm
2. Ongoing Business: None
3. New Business
	1. Digital organization of resources (Google Drive & Canvas)
	2. Faculty emails spreadsheet
		1. Updating 2022-2023 service roles
	3. 2022-2023 Committees & Officers
		1. Replacements needed
			1. Replacement election for Margaret Ray, 2022-2023 term on UFC/CASFC (social sciences)
				1. Brooks will send an email to eligible faculty to see if they are interested in serving.
			2. Replacement appointment for Kim Gower, Fall 2022 term on UAAC (COB)
				1. Kelly and Samira will meet with eligible faculty to see if they are willing to serve.
			3. Replacement appointment for Adria Goldman, 2022-2023 term on SI
				1. Melissa Wells will reach out Erin Devlin because she was nominated for SI in Spring 2022 and did not receive a service appointment.
			4. Replacement for Jennifer Hansen-Glucklich, Spring 2023 term on First-Year Seminar Committee
				1. UFOC would be having to fill this position in coming months.
		2. Student representatives
			1. SGA Nominated
				1. Academic Affairs: 2 students
				2. Budget Advisory Committee: 1 student
				3. JFMC Advisory Committee: 2 students
				4. Student Affairs & Campus Life: 2 students to represent the Fredericksburg & Stafford Campuses

We need to send an email to the president of SGA that we need students on these 4 committees. Kevin and Melissa will reach out the president of SGA.

* + - 1. Director of BLS Program Nominated: Bachelor of Liberal Studies (BLS): 1 student
				1. UFOC needs to communicate with the director of BLS program who does nominate one student for the BLS committee. We need to follow up on that.
		1. Staff representatives
			1. Budget Advisory Committee: 3 members appointed by USC
			2. JFMC Advisory Committee: 1 member appointed by USC
			3. All have already been determined by USC.
				1. Determined already by University Staff Council.
	1. Voting System
		1. Enrolling new faculty
			1. Samira will send an email to new faculty to enroll in Condorcet.
	2. Spring Process
		1. Overview
			1. UFOC’s preparation period: Spring break
			2. UFOC’s busiest period: February – April (Spring)
		2. Preparation of materials
	3. Faculty service load discussion
		1. Unfinished recommendations from UFOC in 2019-2020
		2. Updates from Provost O’Donnell
			1. We are looking to reduce some redundancies into streamline faculty service when possible. We will start by looking back at reports 2019-2020.
	4. Handbook
		1. Faculty Handbook Description of UFC (Section 2.3.4)
			1. UFC’s description of members has not been updated to Faculty Handbook. UFOC might have to make a recommendation to UFC that the Faculty Handbook language should align with the current structure.
	5. Scheduling fall meetings
		1. September 23 Fri: 2-3 PM
		2. October 26 Wed: 4-5 PM
		3. November: TBD
		4. December: TBD
1. Announcements: N/A
2. Adjournment: 5:08 PM