

2013-2014 UNIVERSITY STANDING COMMITTEES MEETING

Meeting called to order at 1:00 PM by Dr. Tatiana Summers, Chair, 254 Rose Adm

Members present:

Tatiana Tsakiropoulou-Summers, Chair - Assoc Prof, Mod Lang & Classics,

Melondie Carter, Assoc Prof, Nursing, Faculty Senate Representative

Anita Davidson - Legal Asst, ADAP, OCT Staff Assembly Representative

Rachel Frazier - Research Engineer, AIME, Professional Staff Assembly Representative

David Hardy - Assoc Prof, ELPTS

Nancy Holmes- Manager, Capstone Engineering Society

Jimmy Hubbard – Comm Dir, Housing & Residential Comm

Susanna Johnson – Assoc Dir, Furn & Design

Seongsin Margaret Kim - Asst Prof, Engineering

Allison Montgomery (SGA VP for Academic Affairs)

Kathleen Morris – Instructor, Computer Science

Members absent:

Jean Luc Robin – Assoc Prof, French

Nancy Webster – Asst Dir, University Recreation

Minutes Recorded by:

Rachel Caver – Executive Secretary, OAA

Business:

I. The role of the CUC committee

A. Be a resource for university standing committee Chairs

1. We instruct them of their duties
2. Answer questions they may have on composition, procedure, duties, etc.
3. We assist them with their committee assessment via the Committee Report Template.

a) Dr. Summers will be sending an informative email for all liaisons to send out to the chairs, as soon as possible, along with the Committee Report Template for the chairs to know what is expected during their meetings.

b) After each meeting the chairs are to send the minutes from their meetings to the liaison, in a timely manner, to keep the committee informed.

B. Run the survey for Committee Preference with UA faculty & staff

1. David Hardy provided the CUC members with copies of what the survey consisted of.
2. The liaisons are to contact the chairs to get their reports for this year.

C. Select UA volunteers from the survey to replace standing committee members whose terms are up or have resigned, retired, etc.

D. Select chairs for the committees. Previous chairs that worked well with the committee and are willing to continue leading the committee should be encouraged to do so for a second term.

E. Report committee chairs' suggestions for changes in committee charge or composition at the April CUC meeting and forward suggestions to UA President for approval.

II. Assign CUC liaisons to university standing committees

A. There were a few changes to who will be the liaison for the standing committees. The list has been updated that was distributed during the meeting:

1. Rachel Frazier, Information Technology Committee
2. Allison Montgomery, Intercollegiate Athletics Committee
3. Anita Davidson, Libraries Committee

B. Three of the committees are removed from the CUC list:

1. Maintenance Personnel Committee
2. Office/Clerical/Technical Staff Committee
3. Staff Development Committee

III. The University of Alabama Standing Committees and Task Forces web page:
www.committees.ua.edu

A. Description of committees composition and duties

1. The website is to help guide the chairs in the procedure they are to follow as well contacting their liaison.

IV. Survey to UA faculty & staff for Committee Preference

A. David Hardy, Coordinator

1. David Hardy brought with him a copy of last year's survey to share with the committee members. He asked for feedback from committee members, which is to be emailed to him by Oct. 26, 2013.

B. Date for survey to go out to UA faculty

1. The survey will open right after Thanksgiving break and will close January 21, 2014.

V. CUC liaisons send UA committee Chairs email orienting them about:

A. The function of the CUC

B. The function of their individual committee

1. (include in the email the description of the specific committee duties, as listed on committees.ua.edu – all committees are listed with hot links at the bottom of this page; point them to this web page for more info)

C. Their charge from CUC:

1. UA standing committee Chairs are expected to

a) Post minutes regularly

*b) Email minutes to the CUC liaison and appropriate Reporting Channel
(find Reporting Channel on www.committees.ua.edu)*

c) *Send a report to CUC liaison by March 1, 2014, concerning committee members that have not been attending meetings regularly for no apparent reason – CUC needs to know about them, so as to replace them.*

(i) *Dr. Summers is to know of any withdraws immediately*

d) *Send the annual report to CUC liaison by April 1, 2014, to assist CUC with committees assessment (attach Annual Report Template to the email to UA committee Chair)*

2. All changes are to be submitted at this time.

D. Help with committee procedure

1. Encourage UA standing committee Chairs to schedule meetings through Doodle poll (doodle.com) to get optimal results in participation

2. The Reporting Channel should not be present or presiding over all meetings of the committee, but should be kept posted about committee meetings, plans, progress, etc.

3. “Ex-officio” members are non-voting members

4. Official Liaisons, representatives and student members listed on *committees.ua.edu* as members of the committee are voting members. (NB: The CUC liaison to each UA standing committee does not have to attend meetings and is not a voting member.)

VI. Future CUC meetings will include

A. An all-day meeting in March 2014: we will compare selected replacement members to make sure there is no overlap in assignments.

B. A meeting in April 2014: we report on our committees, assess their function, make suggestions for changes, adjustments, etc.

VII. Other Business

A. Dr. Summers will discuss with Provost Benson a way to track minutes for all meetings in one central repository.

1. Attach a link to CUC website

a) *Nancy Holmes suggested contacting Andy Raniey regarding options to upload minutes*

b) *Rachel Caver would be responsible for uploading minutes*

B. CUC liaisons should ask the standing committee Chairs whether Student Representatives are attending their meetings regularly; if they do not, Chairs (through CUC liaison) are to notify Allison Montgomery.

Meeting adjourned at 2:00 pm by Dr. Summers