

## **2013-2014 UNIVERSITY STANDING COMMITTEES MEETING, 2/3/2014**

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

### **Members present:**

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

Melondie Carter, Assoc Prof, Nursing, Faculty Senate Representative

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

David Hardy – Assoc Prof, ELPTS

Nancy Holmes – Manager, Capstone Engineering Society

Seongsin Margaret Kim – Asst Prof, Engineering

Allison Montgomery – (SGA VP for Academic Affairs)

Kathleen Morris – Instructor, Computer Science

Jean Luc Robin – Assoc. Prof, French

### **Members absent:**

Anita Davidson – Legal Asst. ADAP, OCT Staff Assembly Representative

Jimmy Hubbard – Comm Dir, Housing & Presidential Committee

Susanna Johnson – Assoc Dir, Furn & Design

Nancy Webster – Asst. Dir, University Recreation

### **Minutes Recorded by:**

Rachel Caver – Executive Secretary, Office for Academic Affairs

### **Business:**

1. CUC minutes for meeting October 10, 2013 were approved by acclamation. Minutes will be posted to the CUC website for easy access for all who want to view. The decision was made to have one central repository for the minutes. A hard copy will be located in The Office for Academic Affairs with an electronic copy on the CUC website. There was discussion on whether all committees should have their minutes or a summary of their meeting posted on their website. If so, the liaisons for the committees will send an electronic version of the minutes or summary to Rachel Caver, [rachel.caver@ua.edu](mailto:rachel.caver@ua.edu) to have them uploaded to their websites.

2. Standing Committee Members replacements: We do not have a cutoff date for vacancies in committees if they are no longer filled. We do accept volunteer replacements if we do not have alternatives with approval from the CUC committee.
3. David Hardy reported that he had not received many responses to the Survey request that had been announced in the Dialog and Dialog Extra. At the current time he has had 155 responses, 8 out 10 no responses and 5 wanted to be replaced. He will have a full report at the next meeting.
4. April 10<sup>th</sup> is the confirmed meeting date to replace the exiting committee members with qualified individuals on committees for the AY 2014-2015. The venue will be 254 Rose Admin., conference room, 9:00 am – 3:00 pm. Breakfast and lunch will be served.
5. Tatiana Summers had handouts of the recommendation forms for the committee members with instructions on the procedure for recommendation forms. ( Instructions Listed below with form attached.)
  - a. Identify on [committees.ua.edu](http://committees.ua.edu) the continuing members of the committee and mark on the form, under item (I), their name, status, dept, and ending date of their term.
  - b. Identify on [committees.ua.edu](http://committees.ua.edu) the exiting members of the committee term ending 2014 and mark on the form, under term (II), their name, status, dept, and ending date (2014) of the term. Add their last name under item III as well.
  - c. Identify qualified replacement members on the Survey for those with expiring terms or those no longer serving; mark on the form, under item (III), their name, status, dept, and ending date (2014) of their term.
    - i. Make sure to keep the required number of status representatives for Faculty, Prof. Staff, OCT, BMH as described in the committee composition on [committee.ua.edu](http://committee.ua.edu).
    - ii. Give preference to individuals that have listed the committee preference as #1.
    - iii. Keep the committee composition balanced; appointing some young or inexperienced members along with some experienced ones.
    - iv. Avoid appointing individuals with negative record in committee work – seek CUC committee input on individuals you do not know.
  - d. Submit an electronic copy of the completed form to Tatiana Summers a week ahead of the meeting, so she can have copies of all forms made for everyone.
  - e. Bring a hard copy of the completed forms to the meeting as a back-up.
6. When Chairs are leaving place an asterisk beside their name and ask the chair and/or committee members for replacement recommendations.

1:45 pm Meeting Adjourned

## 2014-2015 Recommendation Replacement Form

Date: \_\_\_\_\_ Submitted by: \_\_\_\_\_

**KEY of SYMBOLS**

+ **Status:** Please use: Faculty, Prof Staff, OCT (Office, Clerical, Technical Staff), or BMH (Building, Maintenance, Housekeeping Staff). Check committee description to maintain status quota.

\* **(Asterisk):** Indicates recommended chair for 2014-2015

# **Comm. Choice:** Indicates replacement's preference from survey. If this committee was first choice, use (1). If it was the second choice, use (2); third, (3).

@**Term Ends:** Committee appointments are usually made for three years, but maintaining the balance in the numbers of member rotation is more important.

**I. Continuing Members beyond 2014** (Add or subtract lines as needed)

Name	Status+	Department	Term Ends@

**II. Exiting Members (term ending 2014, retiring, etc.)**

Name	Status+	Department	Term Ends@

**III. Recommended Replacement Members for those listed above as "Exiting Members"**

Exiting Member's Last Name	Recommended Replacement Name (Comm. Choice)#	Status+	Department	Term Ends@

**IV. Back-up Replacements:** List three (3) names for each applicable status: Faculty, Prof Staff, OCT, BMH

Name (Comm. Choice)#	Status	Department, College or School


*CUC 2014-15 Committee Recommendation Templ*