

Committee on University Committees

April 27 2015

1:00-2:00 pm

Rose G-54

In attendance: David Hardy, Jimmy Hubbard, Cori Perdue, Seongsin Margaret Kim, Donna Meester, Tatiana Summers.

Not in Attendance: Nancy Holmes, (excused from the meeting), Jean Luc Robin (Sabbatical), Susanna Johnson, Ed Stephenson, Anita Davidson, Nancy Webster and Laura Gregory

Minutes: Rachel Caver

1. Minutes were not approved for the November 2014, February and March 2015 meetings. Dr. Summers will send amended minutes out to all committee members for approval.
2. The CUC committee offers thanks to Dr. Joe Benson, Interim Provost, for providing lunch during the long day meeting.
3. The only discussion regarding the CUCMAP was to make sure everyone has access that is on the committee. Rachel Caver will contact Jason Phillips to make sure everyone can see who all the new committee members will be for 2015-2016.
4. Chair report - This year the committee members have the options to either report electronically or on paper. David accessed the computer to show the committee members what was sent to the chairs because the Qualtrics program does not allow for you to cc others when sending out the emails. David will send updates on completion of chair reports every couple weeks. Not all annual reports were submitted today as requested. Some liaisons were informed they would be receiving their annual reports this week. David Hardy is sending a reminder to complete the chair report to all committee chairs. There was discussion to change the subject line to the name of the committees, to get the chair's attention to respond to the email. Liaisons need to personally request this information from the chairs (ex. emails with deadline). Add a question to Qualtrics asking who had not reported. David is working on a way for everyone to have access to the Qualtrics program. Dr. Summers will send a reminder to all liaisons encouraging chairs to submit their annual report. Jimmy Hubbard suggested training session for chairs at the beginning of the fall semester to let them know what is required throughout the semester and send pdfs of the requested materials, so the chairs can create some type of schedule as to when certain items are due. For example, semi-annual reports and annual reports, where/whom to submit minutes from their meetings and to create a task list or calendar of when items are due. The members present felt that would be a great idea. Cori suggested a subcommittee to collect the information ex. minutes, annual reports, surveys.
5. Discussion was brought up regarding who could be a chair of a committee and the response was: It is recommended to have at least a year or prior experience to serve as a chair on the committee.

6. Master Plan Committee – David Hardy reported the chair will continue next year; no need to change composition on committee according to chair. MPC members were taken on a tour of the Bryce facilities.
7. Equal Opportunity Committee – Nancy Holmes reported the chair will continue next year; Dr. McHargh (chair) and Nancy (liaison) spoke about the structure and makeup of the EOC committee and he feels it should remain the same. His main concern is not enough student involvement and therefore not much of a student voice.
8. Student and Campus Life – Jimmy Hubbard reported, The chair used Doodle polls to come up with schedule; Working on Campus Climate Questionnaire
9. Dr. Summers decided to table for next year the reorganization of information on the description of standing committees membership.
10. Dr. Summers has also requested a summary of the Chair reports be sent to her.
11. A request was made to have a CUC meeting before the semester begins. If you have any suggestions please send them to Dr. Summers.
12. Seongsin Margaret Kim agreed to be chair if everyone agrees.

Meeting Adjourned 2:20 PM