

Committee on University Committees

March 31, 2015 10:00 – 2:00

G-54 Rose Admin

Present: Nancy Holmes, Susanna Johnson, David Hardy, Tatiana Summers, Seongsin Margaret Kim, Edwin Stephenson, Nancy Whittaker, and Rachel Caver (recorded minutes)

Absent: Jean-Luc Robin (sabbatical), Donna Meester, Anita Davidson, Jimmy Hubbard, Laura Gregory, Nancy Webster

The committee had two possible choices for the name of the new software program:

- Online Member Appointment Program- OMAP
- Online Member Appointment System- OMAS

The committee amended it to “Committee on University Committees Online Member Appointment Program- CUCMAP,” which it decided to adopt.

Replacing outgoing committee members using the Committee on University Committee Member Appointment Program (CUCMAP) – All CUC committees were updated for the 2015-2016 academic year, including backup members which are noted in the new software program.

The committee came across a few software issues and hopes that Jason at OIRA will be able to help fix them:

1. CUCMAP needs to indicated volunteer’s length of service at UA – therefore this information needs to be added to the Qualtrics survey.
2. Classifications category on Qualtrics survey needs to have a dropdown menu from HR
3. CUCMAP needs to be able to sort information by column categories.
4. CUCMAP needs to include gender column, if possible. (This may be an optional and not a required answer on Qualtrics)
5. CUCMAP needs to give all CUC members access to view all committees (no editing access for non-liaison members to committees, except for the CUC chair and the Tech Committee).
6. CUCMAP needs to organize the make-up of the committee by having faculty members, professional staff, and OCT grouped together.
7. CUCMAP needs to make the color of available volunteers different.
8. The name of the Parking and Transportation Committee in the software needs to be corrected.
9. CUCMAP needs a column indicating assigned committee members between the Preferences and Will Serve columns.
10. CUCMAP needs to remove a volunteer from serving on any other committee, when one’s status is changed from back-up to a replacement.
11. Correct Molly Landers’ title in CUCMAP – she is listed as faculty, but she is staff.
12. For committee back-up members, there will be two faculty and two staff back-ups.

Dr. Summers would like for all liaisons to send the chairman of committees a spreadsheet requesting committee members' updated information. Dr. David Hardy will send the link for the spreadsheet to Dr. Summers, to send to the liaisons for updates. The chairs' annual reports help the CUC understand the strengths and weaknesses of the various committees.

Chairs that are rolling off – Liaisons need to ask them if they are willing to continue serving as chairs; if not, request recommendations for a replacement before next meeting.

Dr. Patrick Kung will be returning as the chair for Campus Security and Safety. Three committees have exiting chairs – International Education Committee, Parking and Transportation Committee, and Undergraduate Programs and Services Committee.

Dr. Summers reported, when there are not enough volunteers to fill a member position, the Dean of that college may be asked to help fill the position. If this situation arises, send an email to Dr. Summers and she will request that the dean appoint someone.

Dr. Summers confirmed she would like not to have to continue as CUC chair at the end of her term due to other obligations. The CUC will need to elect a chair at the next meeting.

Dr. Summers will create a "Member Replacement Criteria" list to help CUC members determine appropriate selections for replacing exiting committee members, keeping in mind the various factors that need to be balanced in each committee.

The Tech Committee is asking CUC committee members to review both training sheets for the CUCMAP and give their input.

IEC- Cori noted that it needs one more committee member per its composition description; currently it has 10, not 11 members.

On the next meeting, the CUC members will revisit description and composition of committees as listed on the committees.ua.edu page.

Dr. Summers will send a Doodle poll for next meeting.

Meeting adjourned 2:00 pm