

## **2014-2015 UNIVERSITY STANDING COMMITTEES MEETING**

Meeting called to order at 2:00 PM, November 18, 2014, by Dr. Tatiana Summers, Chair, G-54 Rose Adm

### **Members present:**

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

Nancy Holmes- Manager, Capstone Engineering Society

Jimmy Hubbard – Comm Dir, Housing & Residential Comm

Ed Stephenson – Professor of Biological Science

Laura Gregory (SGA VP for Academic Affairs)

Jean Luc Robin – Assoc Prof, Modern Languages and Classics

Cori Perdue – Director, Graduate School

Donna Meester – Assoc. Prof, Theater and Dance

Seongsin Margaret Kim – Assoc. Prof, Engineering

Susanna Johnson – Assoc Dir, Furn & Design

### **Members absent:**

Nancy Webster – Asst. Dir, Business Op; Univ Recreation

David Hardy - Assoc Prof, ELPTS

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

### **Minutes Recorded by:**

Rachel Caver – Executive Secretary, OAA

1. **Approval/Corrections to the minutes for meeting on October 7, 2014.**
2. **Amy Leopard from FRC gave the committee members a quick overview of UABox.**  
Helpful hints can be accessed at  
[http://frc.ua.edu/wp-content/uploads/2012/07/getting\\_started\\_with\\_ua\\_plus\\_box.pdf](http://frc.ua.edu/wp-content/uploads/2012/07/getting_started_with_ua_plus_box.pdf)

Some of the main points stressed in the presentation:

- a. If you use emails other than your UA email account, make sure alias emails are included. To do this click on your name, account settings, go to the third dialog area, enter email and save. Don't forget to confirm from that email address.
  - b. If you give someone top level access to a folder you are also giving them lower level access to the subfolders.
  - c. Box Editor is needed if editing will be taking place in the folders. Each change will be documented with a v. ex. (v.2, v.3, etc.). You can retrieve previous versions by clicking on the version icon under the folder name, that will open the version history window.
  - d. When you put something in the trash, it will stay there for 30 days, during which time you may retrieve it. If you are sharing a folder and someone else with co-owner access throws something in the trash, you will receive notification but you cannot retrieve it. You will have to ask the individual who threw it away to retrieve it.
  - e. Cori Perdue will send invitations to all CUC members with access. She will give each liaison "Co-owner" access to their committees. Each liaison can give the chair of the committee access to their committee. The level of privilege is designated by the creator of the folder - at the time you share a folder with someone, you also determine the access-level you will give to that person.
3. **Jason Phillips from OIRA gave a brief presentation on the Qualtrics setup for the survey.**
- a. The homepage will display all committees with a percentage indicating how much is completed.
  - b. To see an individual committee's progress select that committee and it will open to the page with more information on that committee with their volunteers' first, second, and third choices. If a volunteer is selected for the committee, the program will remove the volunteer's name from his or her other committee choices.
  - c. For the first year, the committee would like to keep the electronic program simple so they may make changes as they become more familiar with the program.
  - d. Committee members were in agreement with being able to see a committee's profile regarding term, choices, etc. and to have download capability to filter each committee.
4. **Review of Survey questions-** Dr. Summers asked the committee if the survey questions needed to be reviewed. The consensus of the committee members is to not make any changes as of right now. Dr. Summers will bring it up again at a later date.
5. **Date survey will be available to Faculty and Staff** – The unanimous decision was to send the survey to all faculty and staff the first week in December.

- a. Reminders will be sent out in the “Dialog” and “Dialog extra” and by the Faculty Senate until the survey closes.
  - b. The survey will stay open to all faculty and staff until **January 31<sup>st</sup>**.
  - c. The subcommittee will be able to perform test runs during this time to see if the new program will work using the raw data that has been collect.
  - d. The survey results and reports will be stored in UA Box.
6. **Two Volunteers to step in as liaisons to Dr. Jean-Luc Robin’s committees for spring 2015, as Dr. Robin will be on sabbatical.**
- a. Jimmy Hubbard will fill in for the Awards Committee
  - b. Cori Perdue will fill in for the International Education Committee
7. **Future CUC meetings**-Dr. Summers will send a doodle poll to decide when to meet.

Meeting adjourned 3:00 PM