

2014-2015 UNIVERSITY STANDING COMMITTEES MEETING

Meeting called to order at 2:05 PM, October 7, 2014, by Dr. Tatiana Summers, Chair, 254 Rose Adm

Members present:

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

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

David Hardy - Assoc Prof, ELPTS

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

Members absent:

Susanna Johnson – Assoc Dir, Furn & Design

Seongsin Margaret Kim – Assoc. Prof, Engineering

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

Minutes Recorded by:

Rachel Caver – Executive Secretary, OAA

1. **Introductions** - Dr. Summers asked everyone to introduce themselves at the beginning of the meeting.
2. **Dr. Summers gave a quick overview of the role of the CUC.**
 - a. Dr. Summers informed the liaisons of the committees.ua.edu website
 - b. Dr. Summers had copies of the form email to be sent to the chairs of the University Standing Committees with guidelines on the chairs' duties.

- c. She also had a copy of the University Standing Committee chairs' annual report form. Dr. Summers has requested all liaisons to review these items and let her know by October 12, if anything needs to be amended.
 - d. There was discussion whether or not committee members listed as ex-officio and liaisons were voting members. The understanding from some committee members is that ex-officio members have voting rights while liaisons do not – they merely give advice. Dr. Summers suggested that each liaison communicate with the chair and co-chair of the committees who have ex-officios and liaisons to inquire about their voting policy.
3. **Dr. Patricia Sobecky, Associate Provost**, is the liaison to President Bonner and Interim Provost Benson when it comes to issues presented from the Committee on University Committees. The goal is better communication between administration and committees.
 4. **Survey of Faculty & Staff for Committee Preference** – David Hardy is almost finished with the revision of the survey that will be reviewed at the next CUC meeting.
 5. **Using Qualtrics for recording committee replacement members** – Dr. Summers requested the sub-committee, which consists of David Hardy, Nancy Holmes, Susanna Johnson, and Rachel Caver, which met during the summer, to report on their findings on how to find a more efficient manner to utilize the data reported on the survey. David Hardy and Nancy Holmes reported that this year we will use Qualtrics instead of the electronic paper form. Jason Phillips from OIRA will start working on a program that will work with Qualtrics to sort out information about individuals interested in serving on a university standing committee. This should make the day-long meeting for determining committee replacement members much easier and faster.
 6. **Date the survey goes out to faculty and staff this AY** – The committee will decide at the next meeting when to send the survey out.
 7. **Future CUC meetings:** Dr. Summers will send a doodle poll to decide when to meet.
 8. **Other Business** –
 - a. Jimmy Hubbard requested clarification about the reporting of the minutes from the committees to the Office for Academic Affairs. The liaison requests the minutes and sends them to Rachel Caver until we set up a link in Qualtrics that all chairs will use to upload the minutes. During our next meeting we will have a mini Qualtrics training so everyone will understand better the program and will be able to use it.
 - b. Dr. Jean L. Robin will be on Sabbatical in the Spring 2015. Two volunteers are needed to step in as liaisons for his two committees until he returns.

Meeting adjourned 3:00 PM