Call to Order.

Minutes.

- Approval of the minutes of meeting #2 of 2016-2017, October 25, 2016.

Business.

- Judicial committee chair appointments
- Process to Populate Committees
- Vacancies
  - Library Affairs (chair/member)
  - UCGE
  - GEAC
  - Safety & Loss – Agriculture

Unfinished Business.

Adjournment.

Professor Patrick Hrdlicka, Chair 2016-2017

Attachments:
  - Minutes of 2016-17 CoC Meeting #2
  - Worksheets 2017-18
  - Responses by Committee & by Faculty
  - Any Committee
  - Top 11
Judicial Committees

1640.02 – Academic Hearing Board
1640.04 – Academic Petitions
1640.06 – Administrative Hearing Board
1640.36 – Dismissal Hearings Committees
1640.43 – Faculty Appeals Hearing Board
1640.54 – Institutional Review Board (we don’t appt. to this committee)
1640.66 – Parking
1640.77 – Scientific Misconduct
1640.83 – Student Appeals Committee
1640.93 – Student Disciplinary Review Board
Present: Patrick Hrdlicka (Chair), Don Crowley (w/o vote), Chuck Morrison, Sarah Nelson, Stefanie Ramirez, Jeanne Stevenson, Ann Thompson (w/o vote) Absent: Cruz Botello, Indrajit Charit, Bahman Shafii, Ingrid Spence

The meeting convened at 8:36 a.m. upon the arrival of a fifth member necessary to reach a quorum. Chair Hrdlicka, expressing enthusiasm at reaching a quorum, stated that he did not wish to waste anyone’s time for a meeting that may not have been able to conduct business. Having obtained a quorum, he asked for approval of the minutes of meeting #1 of 2016-17 Committee on Committees. A motion (Morrison/Stevenson) to approve the minutes passed unanimously.

Vacancies: Chair Hrdlicka stated that attempts to fill the CALS position in Safety & Loss and UCGE has been unsuccessful, he asked members to please check with any contacts. Vice Provost Stevenson indicated she would check with the associate dean in CALS.

FSH 1620 B-14: The committee, picking up from the last meeting on the topic of email voting, reviewed the proposed edits by the Faculty Secretary’s Office. After a brief discussion a motion (Nelson/Ramirez) to accept the language as written (below) was unanimously approved. The motion also included the other minor edits in A and C-7.

- Email voting under some circumstances is allowable. However, it must be agreed to by all members at the meeting. There must be an explicit understanding that anyone can ask that voting be delayed until the next meeting as a group. Examples of email voting include: committee is nearing the end of a meeting and discussion has been sufficient for the secretary/chair to draft a recommendation, confirming nominees/appointments, etc.

FSH 1620 C-3: The committee then discussed the addition of a new C-3 drafted by the Faculty Secretary’s Office to address problems that have arisen when student and staff nominees have not been received early fall. Many committees have been delayed in conducting business. After some discussion of the appropriateness of committee chairs making recommendations and whether this bypassed student and staff groups, there was agreement that committee chairs should submit names to the faculty secretary and then the normal approval process be followed. It was moved and seconded (Stevenson/Nelson) to agree to vote by email on proposed revisions by the Faculty Secretary. That revision is shown below:

C-3. To ensure that committee business is not delayed when the semester begins, committee chairs are encouraged to select recommend and submit names of staff and students for any vacant position and submit same to the Faculty Secretary’s Office for consideration and confirmation. All names that are recommended will be handled following the normal approval process.

FSH 1640. 83 & 93: Proposed new language to the Student Appeals Committee and Student Disciplinary Review Board was then briefly discussed. The purpose, as explained by Faculty Secretary Don Crowley, was to ensure that student appeals were able to continue through the summer and early fall without the need to solicit new members. The changes are intended to bring awareness to the crucial time commitment and need for members to remain on the committee until their replacement has had the necessary training to hear Title IX cases. After a brief discussion about whether to include a specific timeframe, a motion (Stevenson/Morrison) to again vote by email on revisions by the Faculty Secretary passed unanimously. Below includes said revisions:

Outgoing committee members should be aware that their appointment will continue in place until their replacement is confirmed and has received available to meet, including having received the required Title IX training (typically by early fall).

A quorum again rapidly disintegrating a motion (Ramirez/Morrison) to adjourn was unanimously approved at 9:30.

Respectfully submitted,
Don Crowley, Faculty Secretary
### Committee on Committees (ConC) Appointment Timeline - 2016

<table>
<thead>
<tr>
<th>Month</th>
<th>Description</th>
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<tbody>
<tr>
<td>September-October</td>
<td>ConC meets for introductions, address items/vacancies that arose over the summer, discuss future agenda items.</td>
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<tr>
<td>October</td>
<td>ConC may meet during this time, depends on if there are committee changes. Senate Leadership determines whether to request memo from President in support of committee/university service.</td>
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<tr>
<td>October</td>
<td>ConC meets to review and approve “Preference memo”</td>
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<tr>
<td>Early-November</td>
<td>Preference memo sent to all faculty, deadline Dec.15th, extended to mid-late January. ConC usually does not meet until early February.</td>
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<tr>
<td>December-late January</td>
<td>Preferences are entered into main database by Faculty Secretary’s Office</td>
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<tr>
<td>February-April</td>
<td>Queries run, forms are printed/saved as pdf to send to ConC members in preparation of assigning faculty to committees in the following order.</td>
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<tr>
<td></td>
<td>- Current Vacancies</td>
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<td></td>
<td>- Top 11: Academic Hearing Board, Academic Petitions, Borah Foundation, Committee on Committees, Faculty Affairs, Faculty Appeals Hearing Board, Honors Program Advisory, Sabbatical Leave Evaluation, University Budget &amp; Finance Committee, University Committee on General Education (UCGE), University Curriculum Committee (UCC)</td>
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<td>- Remaining Committees</td>
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<td>- Selection of Chairs</td>
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<td>Mid-April</td>
<td>Process near completion, memos are sent out to inform faculty, staff and students of appointment to committees before they leave for semester (appointment terms typically 3 years)</td>
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<tr>
<td>Summer</td>
<td>Summer vacancies that arise are handled by ConC Chair and Faculty Secretary’s Office</td>
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<tr>
<td>September-October</td>
<td>Fall memo with updated members sent one final time shortly after semester begins</td>
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<tr>
<td>Publishing to Web</td>
<td>Ongoing - website database is updated as frequently as possible</td>
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Top 11 Key Committees to Fill

- Academic Hearing Board
- Academic Petitions
- Borah Foundation
- Committee on Committees
- Faculty Affairs
- Faculty Appeals Hearing Board
- Honors Program Advisory
- Sabbatical Leave Evaluation
- University Budget & Finance Committee
- University Committee on General Education (UCGE)
- University Curriculum Committee