2018-2019
Committee on Committees
Agenda

Meeting #1 – September 12, 2018
Paul Joyce Faculty-Staff Lounge
Order of Business

Call to Order.

Minutes.
• Approval of the minutes of meeting #10 of 2017-2018, April 5, 2018.

Business.
• Introductions & meeting date/time
• ConC Function and Timeline
• Vacancies
• FSH 1640.42 – Faculty Affairs
• Qualtrics Surveys

Unfinished Business.

Adjournment.

Professor Terry Grieb, Chair 2018-2019

Attachments:
Minutes of 2017-18 CoC Meeting #10
Vacancies
Timeline
FSH 1640.42
2017 Survey Results
Committee on Committees
Notes, Meeting # 10
4-5-18

Present: Miranda Anderson (chair), Liz Brandt (w/o vote), Samrat Choudhury, Chuck Morrison, Sarah Nelson, Stefanie Ramirez, Ingrid Spence, Jeanne Stevenson, Ann Thompson (w/o vote), Ata Zadehgol. Absent: McKenzie MacDonald

A quorum present, the chair called the Committee on Committees (ConC) meeting to order at 4:00 p.m. A motion (Ramirez/Morrison) to accept the minutes of March 29, 2018 as distributed was unanimously approved.

Safety & Loss Committee: The chair briefly explained changes to the Safety Committee which has been in discussion for several years. The committee had considered ConC suggestions and made several edits. The Safety committee felt strongly that adding the members as previously requested, with vote, was important. Due to the deadline (April 10th Senate meeting) for policy changes to make it through this year and in time for the University Faculty Meeting, the chair asked for a vote by email of the proposed changes to Safety. This allowed for new members who were not involved previously, to read through the material. The body agreed. [N.B. Changes passed, 6 yes, 1 abstention, 2 no response]

Faculty Appeals Hearing Board: The committee then briefly discussed the changes to the Faculty Appeals Hearing Board’s request to move language from the committee function in FSH 1640.43 to the policy dealing with the appeal process in FSH 3840. This seemed the more appropriate place where faculty filing appeals would benefit understanding the basis of appeals. FAHB felt faculty missed this aspect when filing appeals because it resided in the committee function/structure, not the policy on Faculty Appeals. This change coming as a seconded motion from FAHB was unanimous approved.

Academic Hearing Board
Faculty: Replace Brian He (already on another committee) with Jylisa Doney, Library

Academic Petitions
Faculty – Nhu Mai, Counseling & Testing; move Martha Kitzrow back to alternate (both agreed)
Checked to see if below members were willing to continue, the need was someone with administrative experience which both have:
Faculty (dean)(Alt.) – Traci Craig – agreed
Faculty (dean)(Alt.) – Jim Gregson – agreed

Administrative Hearing Board
Faculty: Shaakirrah Sanders (sabbatical) (2020) – asked to be replaced for entire term; Matthew Swenson Mech. Engr.

Americans with Disabilities
Faculty (disability experience): Mary Orr declined - on non-tenure track task force; Bernard Stumpf and Eric Mittelstaedt were suggested. [N.B. Bernard Stumpf has agreed.]

Campus Planning:
Faculty: vacant Chloe Wardropper

Committee on Committees:
Faculty: Rula Awwad-Rafferty, A&A replace Javier Rodriguez who is on UCGE

Dismissal Hearings
Faculty: Kristen Henrich
Administrator (Alt): Taylor Raney, Education
Faculty Affairs
Faculty: Manoj Shrestha Political Science to fill in Alexandra Teague who will be on sabbatical AY18-19 both are CLASS faculty

Faculty Appeals
Faculty (Alt.): Rashed Arash, PSES Aberdeen to fill in for Russell Jackson who will be on sabbatical AY18-19
Faculty (Alt.): Sunil Sharma, Civil Engr., to fill in for David Yopp who will be on sabbatical AY18-19
Faculty (dept. admin)(Alt): Raymond Dixon, Education

Faculty/Staff Policy Group
Faculty: Kenton Bird

Information Technology
Faculty: David Gottwald, Art & Design to finish Devin Becker’s term who will be on sabbatical Jan.-June 2019 and continue into 3-year term. [N.B. Gottwald agreed.]

Sabbatical Leave Evaluation Committee
Faculty: David Pfeiffer to fill in for Tanya Miura who will be on sabbatical AY18-19

Safety & Loss
Faculty (A&A): Roger Lew, Virtual Tech
Faculty (Business): Todd Martin, Accounting; Monica Banyi is leaving UI.
Faculty (CALS): Mark Schwarzlaender agreed (just put on Senate)
Faculty (NR): Rob Keefe, Forest, Rangeland, & Fire

Scientific Misconduct
Faculty: Leslie Baker, Geological Sciences
Faculty: Douglas Cole, Biological Science
Faculty: Indrajit Charit, Material Science, to fill in for Russell Jackson on sabbatical AY18-19

Student Conduct Board
Faculty: Steve Saladin agreed to continue.

Teaching and Advising
Assoc. Dean/College Advisor (2021): Darryl Wooley

University Budget & Finance
Faculty (At-Large): Kristin Henrich

University Curriculum Committee
Faculty B&E: Lori Baker-Eveleth will be on sabbatical AY18-19

Adjournment: As the committee approached the bewitching hour of 5 p.m., the chair asked members their pleasure of staying a little longer to finish the selection of chairs, or meet the following week. All member were willing to stay so they could begin contacting chairs immediately. At 5:20 p.m. and having various hands raised simultaneously to move for adjournment, the committee unanimously approved to adjourn.

Respectfully Submitted, Ann Thompson
A-1. To appoint members to and fill vacancies on all university-level faculty standing committees, subject to confirmation by the Faculty Senate. To ensure full membership when committees begin meeting each fall, authority is given to the Faculty Secretary, Faculty Senate Chair and Vice Chair (aka Committee on Committees Chair) to fill vacancies as they arise over the summer and early fall semester, subject to confirmation by the Committee on Committees and Faculty Senate. [ed. 7-09, rev. 1-15]

A-2. To conduct a continuing study of UI’s committee structure and of the function and structure of individual standing committees, and to make recommendations to the Faculty Senate. [ed. 7-09]

B. STRUCTURE. Six faculty members, vice chair of the Faculty Senate (chair), Faculty Secretary (w/o vote) and the following or their designees: provost and executive vice president and ASUI president. [rev. 7-05, ed. 7-06, 7-09]
### Committee on Committees (ConC) Appointment Timeline – 2018-19

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</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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<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>Dec.-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>o Current Vacancies</td>
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<td></td>
<td>o 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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<tr>
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<td>o Remaining Committees</td>
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<td>o Selection of Chairs</td>
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<tr>
<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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</table>
2018-19 Committee Appointment Changes/Vacancies

Changes to Senate Committees since those approved by Senate Spring 2018
8-21-18

<table>
<thead>
<tr>
<th>Committee</th>
<th>Vacancy/appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Petitions</td>
<td>Denise Konetchy, AVS (2020)</td>
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<tr>
<td>Americans with Disabilities Act</td>
<td>Jeff Dodge, Academic Administrator (2019)</td>
</tr>
<tr>
<td>Dismissal Hearings</td>
<td>Alt. – two vacant (both 2019 terms)</td>
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<tr>
<td>Faculty Affairs</td>
<td>Katie Brown F18-S19</td>
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<tr>
<td>Faculty and Staff Policy Group</td>
<td>Kenton Bird (2021)</td>
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<td></td>
<td>Matt Powell (2020)</td>
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<tr>
<td>General Education Assessment Committee</td>
<td>Dan Stelck (2019)</td>
</tr>
<tr>
<td>Intellectual Property</td>
<td>Eric Mittelstaedt (2020)</td>
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<tr>
<td>Officer Education</td>
<td>Jennifer Ladino (2020)</td>
</tr>
<tr>
<td>Safety &amp; Loss – Business</td>
<td>Todd Martin (2020)</td>
</tr>
<tr>
<td>Student Conduct Board</td>
<td>Craig McGowan (2019)</td>
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<tr>
<td>UCC – Law</td>
<td>David Pimentel (2019)</td>
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<td></td>
<td>Mark Nielsen (2019)</td>
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<td>Sanjay Sisodiya (2020)</td>
</tr>
</tbody>
</table>

Staff – University Staff Compensation Committee
- Lee Deobald, 2019
- Pam Hilliard, 2019
- Miki Kurosawa, 2019
- Jennifer Baillargeon-Hauck, 2020
- Amber Feldman, 2020
- Greg Fizzell, 2020
- Leslie Hames, 2021
- Lisa Miller, 2021
- Sara Moore, 2021

Classified Position Appeal Board – Sharon Mack is no longer a supervisor, Summer willing to step down so Sharon can be put in super. Pos., need another staff member 2021 term

SBA –Student Conduct Board - 1
SBA –University Budget & Finance - 1

ASUI Student Vacancies:
- Commencement - Honors Student
- Arts – 1 (ASUI Fine Arts Comm. If possible
- Library Affairs - 1
- Officer Ed – 1 ROTC
- Facilities Scheduling – hold for now
- Grievance Committee for Student Employees - 1 alternate
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

Chapter & Title: FSH 1640.42 – Faculty Affairs

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using “track changes.”

Originator(s):
(Please see FSH 1460 C)
Telephone & Email:

Policy Sponsor: (If different than originator.)
Telephone & Email:

Reviewed by General Counsel

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

Two changes:
1. The committee believes that it is vital that all faculty affairs committee members attend meetings, similar to UCC, UCGE, etc. It is nearly impossible to schedule meetings where all members can attend, and thus the committee proposes to have a fixed timeslot for the meeting. Putting it in policy ensures that when faculty select it as a committee preference they are fully aware of the set meeting time.

2. To open communication lines between the administration and faculty where policies directly impacting faculty are concerned, the Vice Provost for Faculty was added as an ex officio member of the committee, without vote.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?
None.

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.

IV. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: __________________________________________
Track # ____________
Date Rec.: _____________
Register: ______________

Policy Coordinator
Appr. & Date:
[Office Use Only]

FSH
Appr. ______________
FC ______________
GFM ______________
Pres./Prov. __________
[Office Use Only]

APM
F&A Appr.: ________
[Office Use Only]

Track # ____________
Date Rec.: ____________
Posted: t-sheet __________
h/c __________
web __________
Register: ______________
(Office Use Only)
1640.42
FACULTY AFFAIRS COMMITTEE (FAC)

A. FUNCTION.

A-1. To conduct a continuing study of salaries, professional problems, welfare, retirement options and benefits (including 403b plans), and working conditions of faculty members.

A-2. To call the attention of the Faculty Senate or the president, as appropriate, to matters concerning faculty affairs in any college or other unit that the committee believes should be of concern. [ed. 7-09]

A-3. To serve as a point of first contact involving questions of interpretation and application of policies affecting the welfare of faculty members such as promotion and tenure. [rev. 7-17]

A-4. This committee traditionally meets on Fridays at 8:30 a.m.

B. STRUCTURE. Nine faculty members, not more than two of whom are departmental administrators (administrators above the departmental level are not eligible for membership on this committee). The Vice Provost for Faculty serves as an ex officio member of the committee without vote. [rev. 7-08]
<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Your Committee</th>
<th>Does the committee's stated function reflect current practices?</th>
<th>Should the committee's structure change?</th>
<th>Should the meeting frequency change?</th>
<th>How often did your committee meet?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dodge</td>
<td>Jeff</td>
<td>SLEC</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Twice a semester</td>
</tr>
<tr>
<td>Spence</td>
<td>Rick</td>
<td>Honors Program</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Roughly once a month</td>
</tr>
<tr>
<td>Sanders</td>
<td>Shaakirrah</td>
<td>Administrative Hearing Board</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Varies: up to twice a month on average</td>
</tr>
<tr>
<td>Daley-Laursen</td>
<td>Steven</td>
<td>Borah Foundation</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Weekly or bi-weekly for about six months.</td>
</tr>
<tr>
<td>Hrdlicka</td>
<td>Patrick</td>
<td>Committee on Committees</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>2-4 times in the fall semester near weekly in the spring semester</td>
</tr>
<tr>
<td>Name</td>
<td>Last Name</td>
<td>Department</td>
<td>Attends Meetings</td>
<td>Uses Email</td>
<td>Uses Phone</td>
<td>Frequency</td>
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<tr>
<td>Smith</td>
<td>Bill</td>
<td>Officer Education</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Once in person, often online</td>
</tr>
<tr>
<td>Hendrix</td>
<td>Beth</td>
<td>Commencement</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Once a semester.</td>
</tr>
<tr>
<td>Marshall</td>
<td>Anne</td>
<td>Campus Planning Advisory</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>5 times</td>
</tr>
<tr>
<td>Woolley</td>
<td>Darryl</td>
<td>University Budget &amp; Finance</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>As needed</td>
</tr>
<tr>
<td>Neuhaus</td>
<td>Ralph</td>
<td>Admissions Committee</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>17 times a year</td>
</tr>
<tr>
<td>Dorschel</td>
<td>Matt</td>
<td>University Security &amp; Compliance</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>once</td>
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<tr>
<td>Agidius</td>
<td>Erin</td>
<td>ADAA</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Once.</td>
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<tr>
<td>Name</td>
<td>Position</td>
<td>Committee</td>
<td>Meeting Frequency</td>
<td>Comments</td>
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<tr>
<td>Haltinner Kristin</td>
<td>Student Appeals Committee</td>
<td>Yes Yes No</td>
<td>We never met as a full committee, but we had a series of subcommittee formed to hear cases. I don't recall the exact number, maybe around 5?</td>
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<tr>
<td>Kitzrow Martha</td>
<td>Academic Petitions</td>
<td>Yes No No</td>
<td>weekly during the academic year every other week in the summer.</td>
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<td>Sammaruca Francesca</td>
<td>FAHB</td>
<td>Yes No No</td>
<td>Typically a few times per semester, or as needed.</td>
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<tr>
<td>Hart Pat</td>
<td>UCC</td>
<td>Yes No No</td>
<td>Once a week between September and April 2017.</td>
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<tr>
<td>Henrich Kristin</td>
<td>Dismissal Hearings</td>
<td>Yes No No</td>
<td>Twice a month for 6 months about every 2 weeks during the semester.</td>
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<tr>
<td>Murray John</td>
<td>Borah Foundation</td>
<td>Yes No No</td>
<td>We did not have any meetings.</td>
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<tr>
<td>Prorak Diane</td>
<td>UCGE</td>
<td>Yes No No</td>
<td>Once per week.</td>
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<tr>
<td>Sharma Sunil</td>
<td>Intellectual Property</td>
<td>Yes No No</td>
<td>Once a month every other week we have met once a month.</td>
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<tr>
<td>Ellison Brian</td>
<td>Faculty Affairs</td>
<td>Yes No No</td>
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<tr>
<td>Turner-Rahmen Greg</td>
<td>Information Technology</td>
<td>Yes No No</td>
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<tr>
<td>Wilhelmsen Cheryl S.J.</td>
<td>Teaching &amp; Advising</td>
<td>Yes No No</td>
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<tr>
<td>Jung S.J.</td>
<td>Ubuntu</td>
<td>Yes No No</td>
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<tr>
<td>Metlen</td>
<td>Scott</td>
<td>Academic Hearing Board</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Never had an issue, so did not meet except via email to talk about the process if we were to meet.</td>
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If the frequency of meetings should change, please specify how?

Please provide your thoughts on how the committee's function should change.

Please provide your thoughts on how the committee's structure (membership) should change.

The function and FSH should be aligned to better reflect the role of the Provost’s Office in sabbaticals.

Set meetings every year, i.e. first and third Tuesdays...

The meeting frequency in the spring has the potential to decrease substantially provided there is a will to embrace technology and proper resources are allocated. For a nation who put a man on the moon 50 years ago, it must be possible to develop a piece of software that is sufficiently parametrized to interpret preference forms, career rank, college affiliation, expected committee workload (i.e., the purpose of this survey) and distribute incoming faculty and administrators to various committees. This could provide a first rough draft of committee assignments that ConC then tweaks based on human factors (is a faculty member well-suited to a committee) or needs (empty slots). At the moment, 6-7 meetings are devoted to 6-10 faculty members making these initial assignments. This is not a very productive use of the committee member's time and it detracts from the committee's other responsibilities (e.g., optimizing committee structures at UI). Sorry. Alternatively, a support staff (not Ann, who is plenty busy !!!!) could work to provide an initial draft that the committee then tweaks. As I mentioned initially, this is predicated by a will to embrace technology and proper resource allocation (funds to support development of software).

As mentioned before, ConC spends the vast majority of its time on function A1 and too little time on A2, i.e., "conduct a continuing study of UI’s committee structure and of the function and structure of individual standing committees, and to make recommendations to the Faculty Senate". ConC deliberates and opines on changes that are sent to that body, but it really does not have the bandwidth to conduct studies of committee structures that originate from ConC.
The SSS representative should be given a vote. She has important opinions about the applicants. Another faculty member would be worthwhile. Faculty members have a good insight on the academic qualifications of the applicants.

Once the full-time ADA coordinator is identified, the meeting should occur at least quarterly.

"A-1. To advise the Director of Human Rights, Access and Inclusion on all matters relating to disability, including universal access and design of university facilities, websites, and programming; accommodation of students, faculty and staff with disabilities; full compliance with the Americans With Disabilities Act as amended, Idaho Human Rights Act, Rehabilitation Act of 1974, and Fair Housing Act; and to discharge such other functions as may be assigned by the Faculty Senate or by the president or the president’s designee." [...] "A-3. To submit periodic reports on its activities to the Director of Human Rights, Access and Inclusion, who will distribute them to the Faculty Senate along with recommendations for appropriate program or policy changes." These paragraphs should be altered to reflect the president’s final decision with regard to a final ADA Coordinator appointment and who should be advised (at the very least, no longer HRAI).
I don't think the structure needs to change, but it needs to be noted that this is a committee in which people should expect to be available over the summer. It is currently not stated on the description, nor is it marked as such on the ballot that goes out to faculty to assign committees.