University Committee on Faculty Affairs

MINUTES

Tuesday, November 8, 2011


Ex Officio: Terry Curry, David Byelich.

Others: Linda Jackson, Donna Zischke.

Call to Order: Chairman Anderson called the meeting to order at 1:02 p.m.

Approval of Agenda: Dr. Donohue made a motion to approve the agenda as presented, seconded by Professor Helton. The motion carried.

Approval of Minutes: Professor Helton made a motion to approve the October 24, 2011 Minutes seconded by Dr. Wyatt. Dr. Hoole stated that he had forwarded further comments on the External Letters of Reference. The motion carried.

New Business: There weren’t any topics to be listed for today’s meeting. There was a memo forwarded from Renee Rivard regarding the Bestdocs Program, and it was forwarded to the Budget Subcommittee for their review. It will be discussed at the UCFA meeting on December 6.

Old Business: No Old Business was noted.

Announcements
1. William Anderson – no report
2. Terry Curry – no report
3. Linda Jackson – the Faculty Grievance Office has been very busy.
4. David Byelich – David spoke briefly about the Budget Development Guidelines dated 6/17/2011 and the information contained in that report. He also spoke about the Enrollment Report for fall 2011 and the different pieces of information it contains. Both documents are on the UCFA web page.

Chairman Anderson asked the Dr. Wyatt if the University Committee on Graduate Studies had met yet; she said they would be meeting soon. He asked Dr. Donohue if his committee had met – “yes, they had met” – they are developing a survey for people to provide input relative to the duties associated with the Secretary for Academic Governance position.
Subcommittee Reports:
  - **Budget:** Dr. Aben had nothing to report.
  - **Personnel Policy:** Dr. Olson said his subcommittee is working on two documents: the *Authorship Guidelines* and the *Acceptable Use Policy*.

Other Questions:
  Professor Helton announced that the MSU Opera Theatre, in the College of Music, will be presenting the *Pirates of Penzance* on Friday, Saturday and Sunday, November 18-20, at the Fairchild Theatre.

Adjournment: Dr. Wyatt made a motion to adjourn to subcommittees, seconded by Dr. Donohue. The motion carried. UCFA adjourned to subcommittees at 1:37 p.m.

Respectfully submitted,

Elva Boyles
Recording Secretary