
Ex Officio: Terry Curry.

Others: Sheila Teahan, Donna Zischke.

Call to Order: Professor Anderson called the meeting to order at 1:00 p.m.

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

Approval of Minutes: Professor Helton made a motion to approve the November 6, 2012 Minutes seconded by Dr. Donohue.

New Business:
1. Professor Terry Curry, Lee Bollinger, General Counsel Office and Dr. Richard W. Chylla, Executive Director of MSU Technologies, responded to comments and questions referring to Intellectual Property and Outside Work for Pay.
2. Michael VanPutten from Strategic Communications for MSU presented the document Social Media Guidelines. He requested UCFA to review and affirm this document. This will be on the December 4 UCFA agenda.
3. Professor Terry Curry and Kristine Zayko, General Counsel Office, presented the document University Reporting Protocols: Child Abuse, Sexual Assault and Child Pornography for UCFA’s consideration and support. This will be on the December 4 UCFA agenda. Ms. Zayko would appreciate any feedback of this proposed policy.
4. Dr. Sheila Teahan reviewed the Annual FGO Report of the FGO for August 16, 2011-August 28, 2012. She also explained the work load of the FGO office. Dr. Aben made a motion to accept the report; Dr. Donohue seconded the motion. The motion carried.
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Old Business:
1. Instructional experiences with international students have become a topic of interest. Dr. Anderson set up an ad hoc subcommittee to look into this area and develop a survey that will be sent to all colleges for their input. The colleges represented at this time are: Communication Arts, Arts and Letters, Business, Engineering and the FGO will work with this group.

Announcements
1. William Anderson
2. Terry Curry – He reminded members that Human Resources will be verifying dependents eligibility within the next few weeks.
3. Sheila Teahan
4. David Byelich

Subcommittee Reports:
- **Budget:** Dr. Aben did not make a report.
- **Personnel Policy:** Dr. Olson reported the Personnel Policy Subcommittee had completed their review of the Promotion of Fixed Term Faculty policy. A motion was made by Dr. Donohue to accept the policy review and Professor Helton supported the motion. It was determined that the action on the motion be delayed until the full UCFA can review the updated policy and share any issues or concerns the members might have. The impending motion will be on the December 4 UCFA agenda.

Professor Helton reminded UCFA members the College of Music will be performing *Home for the Holidays* at the Wharton Center on Saturday, December 1. She continued the tradition this year of ending the UCFA meetings with a musical excerpt…again from *Die Fledermaus*…well done.

Professor Helton made a motion to adjourn the meeting supported by Dr. Donohue.

**Adjournment:** UCFA adjourned to subcommittees at 2:43 p.m.

Respectfully submitted,
Elva Boyles
Recording Secretary