University Committee on Faculty Affairs

MINUTES

Tuesday, January 15, 2013

Members Present: Gerald Aben, William Anderson, Lisa Cook, William Donohue, Meredith Gore, Robert Griffore, Joe Hauptman, Melanie Helton, Della Hughes, Gerd Kortemeyer, Michael Lawrence, Laura L. Leavitt, Karl Olson, Ralph Putnam, Fred Rodammer and David Sheridan.

Ex Officio: Terry Curry.

Others: Sheila Teahan, Donna Zischke.

Call to Order: Professor Anderson called the meeting to order at 1:05 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: Dr. Donohue made a motion to approve the Minutes of December 4, 2012, seconded by Dr. Griffore.

New Business:
1. Draft Survey for Faculty Teaching International Students at MSU – there were a number of suggestions for rewording, adding and deleting through the document. Dr. Donohue moved to adopt the survey as amended, seconded by Dr. Griffore. The motion carried. Dr. Anderson will send draft #8 including all changes.
2. UCFA fall semester Academic Governance report – Dr. Donohue made a motion to approve the report, supported by Dr. Aben. The motion carried. The report will be forwarded to the Office of the Secretary for Academic Governance.

Old Business: No Old Business was noted.

Announcements
2. Terry Curry
   a. New calendaring system – Microsoft 365 program; we’ll have further information on this system soon.
   b. Distributed Historical Summary of Faculty and Academic Staff-Headcount – tenure system FTE.
   c. Discussion and work on the Outside Work for Pay is now complete.
   d. He thanked everyone for submitting names for Dismissal for Cause Review Panel.
Announcements

3. Sheila Teahan
   a. She is proposing that she would prepare a handout, for faculty and their attorneys to use which would describes the functions of the Faculty Grievance Office.
   b. She is proposing establishing deadlines, or for a period of time to be set, for holding appeal hearings.

Subcommittee Reports:

Budget: No report made.
Personnel Policy: No report made.

Other Questions: No other questions were noted.

A motion was made by Dr. Donohue, supported by Professor Helton, to adjourn the meeting. The motion carried.

Professor Helton did not sing this week due to a touchy throat.

Adjournment: UCFA adjourned to subcommittees at 2:10 p.m.

Respectfully submitted,
Elva Boyles
Recording Secretary