

University Coordinating Commission Meeting Minutes
April 26, 2006

Present: J. Abbott (Graduate Professional Studies Council), B. Breitmeyer (Research Council), E. Charlson (Provost Office), S. Craig (Faculty Senate), C. Henry (Staff Council), B. Knoll (Graduate Professional Studies Council), J. Kotarba (Faculty Senate), M. Melosi (Research Council), A. Warner (Faculty Senate), and Lawrence Williams (Undergraduate Council).

Absent: D. Williams (Student Government Association) and TBA (Deans Council)

Introductions were made. Both the Research Council and Undergraduate Council brought their chairs-elect.

It was announced that Marsha Dailey in the Provost Office would provide staffing for the UCC. She will set-up web pages, a list-serv for the group and e-mail communication/notification system.

Joseph Kotarba was elected chair of the UCC.

The group decided not to set limits on what is currently sent in, but rather pick and choose what it feels should be vetted. At present the UCC will meet in addition to the regular Faculty Senate Executive Committee meetings with the UH Council Chairs and subsequent meetings with the administration.

The group discussed using the web as main reference point for information but agreed that specific groups should be targeted with e-mail notifications. Councils, Deans, department Chairs should get regular notification of documents/policies being considered. It was urged that a spreadsheet be set up that showed the document/policy, who submitted it, date submitted, groups targeted for review, date groups received document/policy, deadline for comments (30 or 60 days), date comments were submitted and comments sent to source origin. E-mails should short, noting the document/policy up for review and reference the web site.

The group agreed that the governance groups should send action items to the UCC. It was suggested that as soon as documents/policies are received for review, they should be sent to the UCC immediately and not saved to be handed out at the next meeting.

It was agreed that the UCC should notify the campus that it was open for business. Dr. Kotarba offered to draft an initial introduction and call for business, then circulate it to the group for comment. The final version would be sent to the Faculty and Staff List-servs. Dr. Charlson offered to announce it at the Council of Deans and Council of Chairs meetings.

The group agreed to meet again on May 31, 2006 at 12:00 p.m. with location and luncheon arrangements to be handled by the UCC staff.