

Committee on Committees (COC)

Minutes

Monday, March 29, 2021

11:30 a.m.

Via Zoom:

<https://ufl.zoom.us/j/95463015674?pwd=MWZhemNkVTMyQm1TZ0gyd3pjNnBTUT09>

Present: Alyson Adams, Youssef Haddad, Parmita Chakrabarty, Richard Scholtz, Tim Young, Casey Griffith, Patrick Klager, Michelle Leonard, and Laurie Bialosky.

1. **Call to Order and Introductions** - Alyson Adams, Committee on Committees Chair
2. **Approve February 22, 2021 Minutes**
 - The minutes were approved.
3. **University Curriculum Committee (UCC)** - Youssef Haddad, Chair, and Casey Griffith, Assistant Director of Academic Support Services, Office of Undergraduate Affairs
 - Dr. Yousseff is the UCC Co-chair along with Co-chair Dr. Angela Lindner, Associate Provost for Undergraduate Affairs. The committee's primary tasks were discussed. Between September 2020 and March 2021, the UCC has reviewed 368 course approval requests. Every request goes through its own unit and college, before review by central campus (i.e. the UCC). The review is a rigorous process and entails working closely with the University Registrar.
 - Primarily by consulting with and collaborating between colleges, the UCC helps ensure consistency, that there is no course or program redundancy, and that all students obtain equal access to courses.
 - The UCC continues to streamline processes, including online submission forms.
 - The UCC reviews 500 and 600-level professional courses as well, and would like them to be their own category. The UCC and the Dr. Lindner's office are proposing that all work related to professional programs be separated and diverted into a new committee, which would assist with the committee's workload and efficiency. Associate Provost Lindner has consulted with the past two Faculty Senate Chairs and is working on this proposal, which will eventually be forwarded to the Constitution Committee (UCRC) and to the Faculty Senate for action. A draft proposal, for review and discussion, is targeted for Fall 2021 or Spring 2022.
 - COC recommends that the UCC consider developing a Standard Operating Procedures (SOP) to help onboard new committee members and to communicate the workload of committee membership expectations, particularly when faculty self-nominate. The Chair noted that often people get elected to this committee without knowing the challenges, and then resign early in the fall, leaving vacancies which then need to be quickly filled. COC suggests that the SOP could be posted on the FORA website, although UCC staff have noted technical challenges with the FORA website which increases the difficulty in updating and managing such information.
4. **Land Use and Facilities Planning (LUFPP) Committee** - Tim Young, Chair
 - Chair Young indicated the committee is a good size and makeup and there is active committee member and administrative liaison attendance. This joint committee meets each month, with new members joining in the fall.
 - The committee has liaisons from many other committees connected to their work, including Parking & Transportation, Preservation of Historic Buildings and Sites Committee, Lakes, Vegetation and Landscape Committee. Consultation with Facility Services is very helpful to the

chair and in aiding the establishment of the agenda.

- The committee recently clarified its voting membership and would like to receive the names of new electees as early as possible to assist with committee orientation, member transition, and its general conduct of committee business.

- A new Architectural Review Council (ARC) has recently formed and does not seem to have any formal link with any Faculty Senate or Joint Committees. The council is chaired by [University Architect Cydney McGlothlin](#) and is not found in the [University Constitution](#). COC discussed its [website](#) description: 'The Architectural Review Council is comprised of faculty from the UF College of Design, Construction and Planning (DCP), staff from the UF Department of Planning, Design and Construction (PDC), as well as local architectural alumni and practicing architects. The Council serves in an advisory capacity to the Faculty Senate Land Use Committee and provides the professional expertise needed by Land Use to fully evaluate the work submitted by our professional consultants. Rather than dictate design, the ARC will guide the design process by asking the right questions, and will lead our consultants, as well as the greater University community, to a deeper understanding of the role of architecture on campus.'

- The LUFPT would like to see increased communication between its administrative liaison, VP of Business Affairs Curtis Reynolds, and the ARC. The ARC is listed as being advisory to the Land Use and Facilities Planning Committee (facilities.ufl.edu/committees) but has been taking action on projects prior to LUFPT review. In several cases, the LUFPT made recommendations that were the opposite of the decisions made in the end (McCarty Woods, for example). COC recommends relaying these concerns to the Infrastructure Council and/or the Faculty Senate Steering Committee to better establish the role of LUFPT as related to the ARC and decision making by VP Reynolds.

5. Old Business / Draft Update of 2020 Committee on Committees Report to the Senate

- Combined report link:

<https://docs.google.com/document/d/1ty8qaaQqwRS8BCVWAY7VXSiFCFo9k6vQgjYmRM5fpu8/edit#>

- Link to Councils doc: https://docs.google.com/document/d/1OLih4-8ZdN_SuiAsBzQDTveezoD24rLsEvEHU0S1H48/edit

- Link to Committees

doc: <https://docs.google.com/document/d/1ty8qaaQqwRS8BCVWAY7VXSiFCFo9k6vQgjYmRM5fpu8/edit>

- View: <http://senate.ufl.edu/committees--councils/> for a committee/council overview:

Name
Faculty Senate Committees
Joint Committees
Presidential Committees
(5) Senate Policy Councils

Name	Faculty membership consists of:	Seat filled by:	Reports to:
Faculty Senate Committees	UF Faculty	Nominated by UF Faculty & elected by UF Faculty Senators	UF Faculty Senate
Joint Committees	UF Faculty	Nominated by UF Faculty; Typically 50% elected by UF Faculty Senators and 50% Appointed by UF President/President's Designee	UF President & UF Faculty Senate
Presidential Committees	UF Faculty	Nominated by UF Faculty & appointed by UF President	UF President
(5) Senate Policy Councils	*Current (at the time of the election) Faculty Senators	Nominated by UF Faculty & elected by UF Faculty Senators	UF Faculty Senate

-- Faculty Senate Chair, Sylvian Doré, requests a report for the last two years about the attendance of the liaisons on the councils and committees and suggests utilizing the minutes to do so. COC agreed the most efficient strategy is to review today's report and look for chairs stating difficulties with liaison attendance, as this is an inquiry always made to each chair (i.e. are meetings well attended and what are any major issues or weaknesses which inhibit optimal committee function?)

- Additionally, COC would like to add this question to the SOP, as it is seen as an important element of the annual reporting and observation if a committee is functioning well in a shared-governance capacity:

o How well is your committee functioning?

o Is your committee membership size and make-up (i.e. of administrative liaisons, faculty, etc.) appropriate?

o Are your meetings well attended? Are administrative liaisons attending?

o Are you experiencing any issues that should be brought up to Faculty Senate that would help your committee accomplish your charge(s) or mission?

o Are you working on any major issues that you'd like to share with us today?

o Do you work closely with any other chairs or committees to address any mutual topics or topic/issue overlaps?

o Does your committee have Standard Operating Procedures (SOP)? If so, where are they posted, and if not, would it be useful to your committee to create and use it?

6. Adjournment

- The meeting adjourned at 12:37 p.m.