

Committee on Committees (COC)

Minutes

Monday, September 13, 2021

10:00 a.m.

MBI L1-108

If cannot attend in person, Zoom=

<https://ufl.zoom.us/j/91481247006?pwd=TUdHQWZtRmxCclJlaVNvWXJ2U3Axdz09>

Present: Paramita Chakrabarty, Amanda Phalin, Richard Scholtz, Lori Knackstedt, Laurie Bialosky, Patrick Klager, and Steven Swarts.

1. Call to Order and Introductions

- The meeting was called to order by Committee on Committees Chair Paramita Chakrabarty at 10:04 a.m.

2. Approve April 26, 2021 minutes

- The minutes were approved.

3. Committee on Committees Overview & Mission / [Committee on Committees SOP](#)

- COC responsibilities and its mission were discussed:

Annually, the committee shall conduct a review of one-third of the Senate committees, which will consider the selection process for members, the purpose of the committees, and attendance at committee meetings. The Committee shall have the responsibility of recommending to the Senate the addition, reclassification, or dissolution of any Senate Committee, transformation of existing Presidential Committees into Joint Committees, or vice versa, and assignments of committees to Senate Policy Councils as Contributing or Related Committees. The Committee on Committees is also responsible for recommending any special qualifications for members of Senate Councils and Senate Committees to the Faculty Senate. Such special qualifications shall be as set forth in this Constitution and in the Senate Bylaw.

- The COC SOP was referenced. Issues being navigated by any committee are shared with COC and COC follows-up to ensure the needs have been or are being addressed so that committee business is being conducted efficiently and by shared governance standards.

- Six faculty at large serve on COC and the roster is available at:

<https://fora.aa.ufl.edu/FacultySenate/Committees/Committee-On-Committees>.

4. Update on the [April 29, 2021 Committee on Committees Report](#) to the Senate Steering Committee

- COC submitted a 2017-2021 report to the Faculty Senate Steering Committee in May 2021. COC decided last year to divide the committees/councils being invited annually into one third so that 1/3 of the total committees needing review would be covered annually and issues addressed in a timely manner.

- Chair Chakrabarty encouraged COC members to review the report and familiarize themselves with issues needing review.

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

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

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

5. Committee/Council Invitations Schedule

- View [APPENDIX](#) of Recommended Committee on Committee Review Rotation.

Priority/suggested committee/council invitations for this academic year were reviewed:

Academic Freedom, Tenure, Professional Relations, & Standards	No issues
Senate Nominating Committee	Some concerns
University Information Technology Committee	No issues
Academic Assessment Committee	Priority invitation
Academic Personnel Board	Some issues (2018); priority invitation
Parking & Transportation Committee	No issues
Academic Policy Council	No issues
Research & Scholarship Council	No issues

- COC reviews typically two committees each meeting with an approximately ten-minute presentation with Q&A by each.
- COC agreed that invitations will be sent to the chairs of the committee/councils to

ascertain their availability and this will help set this year's COC review rotation.

- It was agreed that the self-assessment of the Committee on Committees will be done late in the academic year to allow time to assess the usefulness and accuracy of the SOP.

- At the October meeting a proposed 'spin-off' of the University Curriculum Committee (UCC), the Professional Curriculum Committee, will be examined. Potential members of the proposed committee will address COC. Currently, while the Graduate Council reviews the graduate degree programs, the professional schools primarily develop and assess their own curriculum. The newly proposed Professional Curriculum Committee hopes to carve out part of the business of the UCC so that the UCC can focus primarily on undergraduate curriculum matters.

- The Faculty Senate Secretary will email the 'standard questions' listed at the bottom of page one of the [Committee on Committees SOP](#) for all invited committee/council chairs so that COC can make a consistent assessment, and all (i.e. COC members and invited guests) are familiar with the proposed discussion in advance of the COC meeting(s).

- Standard questions for guests include:

- 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?

- Chair Chakrabarty requested that a member act as an informal vice-chair to assist if the chair is away for a meeting or if additional chair/committee assistance is needed. Steven Swarts will serve as COC Vice-chair.

- Minute taking – Chair Chakrabarty asked for a volunteer to assist in transcribing/finalizing the monthly COC minutes, specifically for October and November. Chair Chakrabarty will take on this role as no volunteers were identified. The Faculty Senate Secretary will forward her the draft minutes and will continue to complete all web postings.

6. Spring 2022 Meeting Planning

- This schedule works well for the Chair and Vice-Chair and dates are populated through April 2022. 2022 dates will be re-assessed late 2021 and once teaching and other 2022 schedules are established (typically by November).

7. Adjournment

- The meeting adjourned at 10:36 a.m.

Resources:

- [Committee on Committees SOP](#)

- [Constitution of the University of Florida](#) & [Bylaws of the Faculty Senate](#)