Items

1. Attendance & 24JAN17 Meeting Minutes Approval

*Vote:* January 24th Minutes approved unanimously

2. University Council Elections Process

   A. Nomination Issues

   There was a short discussion about the recent election process. Two issues were brought to the floor, which included:
   - The process involves the nomination of candidates without confirming an interest or ability to serve in the position. In the future, it will be important to check-in with people who are nominated for positions. The nominator should determine if the nominee agrees to be nominated.
   - Department representation is something to consider in the self or peer-nomination process.

   B. Eligibility of Clinical Faculty to Serve on Committees

   There was a lengthy discussion about who can actually serve on a specific committee. This discussion was the result of a clinical faculty being elected to represent the College of Education on the President’s Faculty Advisory Committee. However, we were informed that the clinical faculty member could not hold the position because it was only to be held by instructors, Assistant Professors, Associate Professors, or Professors. After a thorough review of the policies by Associate Dean Spangler, it was determined that this person could not serve.

   Members of the faculty senate discussed this issue and suggested it was problematic because:
   1) The Advisory Council should be one of the most open and inclusive positions – representing
all hired full-time instructional faculty including Clinical Faculty), and 2) By not including this person, a mixed message could be sent that some positions are more important than others to the mission of the university.

The faculty senate felt there were three actions pertaining to this issue: 1) Take no action, 2) Submit a letter to the Associate Dean and the Dean about this issue, or 3) Submit a letter to the Chair of the council about this issue. There was a discussion for and against the different actions.

Vote: The faculty senate unanimously supported that a letter go to the Chair of the President’s Faculty Advisory Committee provided that this action does not violate protocol.

Action: Faculty Senate President Evans and Faculty Senator Thompson will draft a letter for review by the Faculty Senate to be submitted to the Chair of the President’s Faculty Advisory Committee.

3. COE Administration Feedback Survey (on-going)

There was a discussion about the information from the surveys that faculty are completing about department heads and the administration of the College. The collected information is confidential and cannot be identified by respondent name.

Action: Stronger language should be used to remind people that this information is confidential. Evans will insure going forward that this issue is more clearly addressed.

4. COE & Graduate Council Elections (~late March)

This is upcoming. Suggestions from today’s meeting will be part of the process.

Action: In generating nominations, make sure that people are willing to serve and that there is representation from all of the departments (if appropriate).

5. MOP/Communications Updates

Primary changes to the Manual of Policies and Procedures will be discussed at the next faculty meeting. Faculty Senators will then need to review the MOP, and share with their faculty prior to the April faculty senate meeting. Ideally the revisions will be brought to vote at that time.

Action: None needed

6. Information - Jen Williams, Senior Communications Director, Office of College Advancement

Ms. Jen Williams was hired in 2011. When she joined the college, there was very little communication infrastructure. In just the last three years, she has lead the redesign of the communications efforts in the college, which included: the website, list-serv management, courses lists, etc. The communications office also increased its use of social media, which includes: the web site, twitter, and Facebook. They also developed digital and print marketing materials. The reach of the college is extensive with these different communication approaches. More importantly, the different communication efforts are targeting different groups associated with UGA (e.g., outreach groups, alumni).
The Communications Office has a Hub that all faculty can interact with: [https://coe.uga.edu/intranet/offices/communications](https://coe.uga.edu/intranet/offices/communications). Ms. Williams pointed out different features in the hub, which included templates, logos, and ways to update bios and vitas.

There was an extensive discussion about what type of information faculty should send to the Communication Office. There was also a discussion about the role of the Communications Office in the area of recruitment. It was concluded that these were two different duties, with recruitment being assigned to Academic Programs and Student Services.

There were suggestions from faculty senators about putting pictures of books on their websites, increasing the prominence of faculty on the college website, and talking with all faculty about how to use the communications hub.

*Action*: None needed

7. **Other New Business or Comments/Questions/Concerns?**

   A. March Meeting – We will focus on the MOP Revision Review & AY17-18 Planning

   B. April Meeting - We will be joined by two Associate Deans Neuharth-Pritchett and Newell. More information to be forthcoming.

*Action*: Unanimous vote to adjourn.