

**Minutes of College Faculty Meeting
College of Journalism and Communications**

March 17, 2008

Members present: Johanna Cleary, Julie Dodd, Bridget Grogan, Belio Martinez, Juan-Carlos Molleda, Cynthia Morton, Henri Pensis, and Marilyn Roberts. Absent: Dave Carlson. Senior Associate Dean Linda Hon and Constitution Committee Chair Robyn Goodman also attended.

The meeting was called to order by Julie Dodd at 10:45 a.m.

Morton moved and Pensis seconded a motion to approve the minutes. Passed unanimously.

Dodd announced that Dave Carlson sent his apology for missing the meeting because he was hosting a national broadcast network's representative.

Dodd reviewed calendar of meetings and activities to move forward the College Constitution for the remainder weeks of the spring semester:

- March 28, Constitution to the Senate
- March 31, joint meeting Senate/Constitution Committee
- April 2, regular meeting of the Constitution Committee, the constitutional draft will be sent to UF legal for review and the College's departments for discussion
 - Department's representatives were asked to send a message to Dodd, Goodman, and Hon with the outcome of each Department's discussion on the Constitution
- Week of April 7, departments to hold meetings to discuss the proposed Constitution
- April 14, joint meeting Senate/Constitution Committee
- April 15, faculty meeting, Constitution discussion item
- April 25, faculty meeting (vote)

Discussion on the Constitution followed based on reports from senators:

Decision-making process - Pensis explained changes in the "Roles of elected standing committees." Faculty had discussed the intent of "as appropriate," in reference to the power of the College Senate and standing committees to act on behalf of the faculty in enacting these roles. The group referred to the duties of the Senate approved by the faculty and agreed that the Senate is responsible for reviewing committee issues and determining if they move on to the faculty. Discussion of the dean notifying faculty of decisions made. The group agreed on the wording "as appropriate." The Senate can call a meeting with the dean for accountability if necessary. Goodman said that the suggested changes will be incorporated to the draft of the Constitution.

Committee election process - Morton apologized for not having a report available on committee election procedures. Morton and Molleda promised to e-mail the expected report to the Senate's members by the end of the week.

Roberts' Rules – (Marilyn) Roberts provided handouts with proposed changes and support of the draft of the College's Constitution. Use of the most recent official edition of Robert's *Rules or Order*. Clarifications on advanced notice of public meetings and archival of meeting minutes. Roberts will make discussed changes and send them to Goodman who will include it in the next meeting of the Constitution Committee. Roberts discussed potentially useful materials -- "ONS Guidelines for Taking Meeting Minutes" and Nancy Sylvester's online resources on Robert's *Rules of Order*, how to run meetings, and writing policies and procedures. Discussion that these materials could be useful for conducting training or orientation sessions for elected committee chairs at the beginning of each academic year.

Other constitutional issues - Grogan and Dodd reported on other constitutional issues, including meetings, quorum of members, and voting. A handout with proposed changes was distributed. Issues of type of voting procedures (i.e., voice, hand, written) and the definition of who is a faculty were then discussed. Concerning the faculty definition, the senators agreed that the definition should be as inclusive as possible.

Dodd announced that next meeting would last for two class periods to talk about the proposed Constitution to be sent by the Constitution Committee (9:35 a.m.) and draft of promotion of lecturer to be presented by Hon around 11:00 a.m.

Morton reminded that the nomination and election of faculty representatives for a two-year term should be conducted before the end of this spring semester. Dodd will craft a template e-mail to announce the elections to be sent to department chairs through the college senators.

Grogan moved and Cleary seconded to adjourn. Meeting was adjourned at 11:46 a.m.

Respectfully submitted by Juan-Carlos Molleda

Approved by the Senate on April 7, 2008