

Committee on Faculty Service Meeting Minutes

Date: December 15, 2022

Time: 10 AM

Zoom link:

Attendance

Members

Name	Role	Attendance
Richard Medina	Member	Present
Naiyi Fincham	Member	Present
Peter Leong	Member	Present
Seungoh Paek	Member	Present
Teresa Schiff-Elfalan	Member	Present
Marguerite Butler	Member	Present
David Flynn	SEC liaison	Present
John Kinder	UHMFS Office	Present

Guests

Name	Role	Time
None		

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order		Meeting was called to order by Chair Medina at 10:02 AM.
Review of Minutes	Review of 12/01/2022 minutes	Medina moved to approve, Paek seconded, and approved by acclamation.
Chair's Report	<ol style="list-style-type: none"> 1. Approved through email on 12/2 with 5 in favor (1 not voting): Forwarded three names to SEC for consideration to serve on LMS review committee. 2. Approved through email on 12/12 with 4 in favor (2 not voting): Recruited and forwarded one senator each from CAPP and GEC to serve on GenEd revisions conference committee. 	<ol style="list-style-type: none"> 1. No action taken. 2. No action taken.
SEC Report	1. No report.	
Action Items		
Business	<ol style="list-style-type: none"> 1. Approval of letter suggesting changes to MFS Rules of Order regarding tie-breaking (DRAFT) 2. MFS Special Elections - Committee Preferences survey 3. Recruitment for Student Retention Thinktank recommendation to SEC (request). 	<ol style="list-style-type: none"> 1. Schiff-Elfalan moved to approved, Paek seconded, and approved by acclamation. 2. Announcement approved. 3. Richard will reach out to Dr. Crichfield for clarification of the faculty role on this ThinkTank. The request and clarification will then be referred to CSA to provide candidate. CFS suggests that the nominee make regular reports back to CSA. The CFS will forward the recommendation to the SEC. The candidate will be requested to report back to the MFS with updates. Leong moved to approve, Butler seconded, approved by acclamation 4. Chair to send out meeting poll.

	4. Set up a standing meeting day/time for Spring semester.	
Adjournment	The next meeting of the Committee on Faculty Service will be on January 11, 2023 at 11 am	Business was complete, and the meeting adjourned.

Respectfully submitted by Seungoh Paek, Secretary

Approved unanimously on January 11, 2023.