# COMMITTEE ON FACULTY SERVICE

**Meeting Minutes**

**Meeting Date:** 19-Nov-15

**Location:** POST 613

# 3:30pm-4:55pm

**Attendance:**

## [P = Present; A = Absent; E = Excused]



| **MEMBERS** | | **MEMBERS** | | **MEMBERS** | | **GUESTS** | **TIME** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Katalin Csiszar, Chair | P | Hannah Nguyen, Sec | P | Jeffrey Kuhn (SEC liaison) - skyped in | P | John Kinder | 3:30-5pm |
| Eric Hellebrand, Vice Chair | P | Bo Xiao | E |  |  | Kavet Abhari | 3:30-5pm |
| Ruslan Suvorov | E | Chizuko Allen | P |  |  |  |  |
| Ming-Bao Yue | E |  |  |  |  |  |  |

| **SUBJECT** | **CONTEXT** | **ACTION/STRATEGY/ RESPONSIBLE PERSON** |  |
| --- | --- | --- | --- |
| **CALL TO ORDER** |  | Meeting was called to order by Chair K Csiszar at 3:30 pm. |  |
| **REVIEW OF MINUTES** |  | Chair K Csiszar called for review of minutes. E Hellebrand seconded. Minutes was unanimously approved. |
| **MINUTES** | 1. CHAIRS REPORT   * Summary of email vote results and inclusion in the meeting Minutes. * Role of CFS in the Senate election and voting process: Bylaws, Article IV. Section 1. k. CFS duties. * Introduction of new CFS member: Kaveh Abhari, Assistant Professor of Information Technology Management, Shidler College of Business. * Revisit of prior assignments in order to minimize failed nominations. * Call to faculty for service on MAC.   2. COMMITTEE TASKS   * GA: C. Beaule LLL- lack of required expertise. J. Logan and A. Shafer also unit nominated. J. Winter not willing to serve. * CFS: 1 vacancy, non-senator (hold action for now). * MAC: 1 senator and 1 non-senator from A&S (call for volunteers). | Regarding Dr. Yan nomination for CSA: Email vote result: All in favor.  Chair K Csiszar reported previous meetings and CFS duties per bylaws. J Kinder discussed CFS role in election  & voting process and current needs in collaboration with K Abhari and J Kinder. Chair K Csiszar explained K Abhari's task for this special project. J Kuhn provided input. Details of the voting process and research into new voting platforms were discussed.  Chair K Csiszar introduced K Abhari to the committee.  Discussed potential improvements to the nomination procedure uncluding units contacting their nominees prior to CFS selection and nomination.  CFS generated the call, to be sent out the following week.  Chair K Csiszar will contact the GA committee chair and resolve this issue. J Kinder also suggested another option.  No action at this time.  Chair K Csiszar prepered a call for volunteers to be sent our by J Kinder. |

|  | * COR: May need 1, now in the process of clarifying with a senator. * CPM: 1 vacancy, non-senator needed. * CSA: Senator Yan approved by SEC (now 9 members).   3. ADDITONAL AGENDA ITEMS   * Special elections for senators from A&H and SOEST with service for   1.5 AY   * CFS members availability during summer. * Date and location of the next meeting. | No action at this time.  CFS will select a non-senator from the volunteer list. No action at this time.  Discussed.  Discussed. J Kinder explained the process to be proactive. To be polled via email. |
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| **OTHER BUSINESS** | CFS elect a new member; the nominee is K Abhari. | Chair K Csiszar called for the election of K Abhari. Seconded by C. Allen. Unanimous vote. K Abhari was approved to join CFS. |
| **ADJOURNMENT** | The next meeting of the CFS will be TBD | Motioned to adjourn by E Hellebrand, seconded by Chair K Csiszar. Motion approved. Meeting adjourned at 4:55 pm. |

## Respectfully submitted by Hannah Nguyen, CFS Secretary Approved unanimously on December 16, 2015