

## Faculty Affairs II Committee Report

April 26, 2018

Members: Lynn Burley, Chair, (CLA); Polly Walter, (CFAC); Candice Barnes, (COE); Thomas Lowder, (CHBS); George Bratton, (CNSM); Amber Wilson, At-Large 1 (Lib); Becky Bogoslovsky, At Large (UC); and David McCalman, (COB)

Our charge is to clean-up the documents on the Faculty Senate website, particularly as it appears here: <http://uca.edu/facultysenate/meeting-schedule-agendas-and-minutes/>

The page is nearly endless with one long list of meeting dates with supporting documents listed. It is not easy to navigate; not easy to find any particular document. Our plan is to make folders by Senate year to start. Within the folders will be subfolders of Agendas, Minutes, Reports where all those things will go for that year. Then folders for each meeting date which will repeat any minutes, agendas and reports with any additional materials.

We also plan to make a Home Page for Documents that will have a link to the By-Laws and the Constitution and then also to links to folders which will contain items related to repeated topics (salary, three-year-rule, committee structures all come to mind) so anyone researching in those areas will have a much easier time finding the history of what has gone before. This is where that institutional memory of us old-timers is useful, so we may as well put that to use.

Technically, this committee ceases to exist on May, 2018. However, the work will be done over the summer by mostly Senator Burley but with oversight by the new Senate Executive Committee. No documents will be edited. This is simply a reorganization that will allow for easier navigation and the ability to find information faster.

Respectfully submitted,

Senator Burley