

Untenured Faculty Organization (UFO) Meeting Minutes

Date: 9/15/2017 - Time: 12-2pm

Place: FDC

Potluck, Followed by Business Meeting

Attendees (UFO officers): Fynnwin Prager, Megumi Kuwabara, Kimmie Tang, Mary-Michelle Moore, Brant Burkey, Zheng Yang, Linda Dam, Sari Silvano

Meeting started/call to order: 12:30p.m.

During lunch:

- I.** Introductions and roles
 - Went around the table for introduction – name, department, position for UFO

- II.** Provost remarks (Provost Michael Spagna)
 - Introduction – please call him “Mike”, “Michael”, but not “Provost”
 - He considers CSUDH as a community – support one another
 - Fundamental beliefs –
 - CSUDH has so much invested in us. If they did not think we could get a tenure, they did not hire us – therefore, they are here to support us.
 - We are a part of CSUDH family – they are here to support us.
 - Faculty Affairs Office – would like to support submission & review done by RTP files online
 - Different responsibilities for Assistant/Associate/Full professor – as an assistant professor, we need a lot of shielding (having people around us to support on shielding our responsibilities/times)
 - Research supports – try to be obvious and be more clear and straight-forward process, more transparency (working with Dorota Huizingar – Dean of Graduate Studies and Research)
 - Another goal - decentralized the budget (department-level)
 - Relational trust – trust is the key to the organization success

Question asked to Provost: Could we continue to write the officer position held in UFO to be a university-level service? --- YES (Provost response for supporting our organization)

- III.** AVP Faculty Affairs remarks (James Hills)
 - Strengths of this university – is small university and have community
 - Institutionalizing the connections among and across departments/faculties

Question asked to AVP: How many untenured faculty do we have? Not sure yet

IV. What is the UFO? What do we do?

- History
 - Previous Provost, Ellen Jung initiated and established this organization (the purpose is to increase tenured density & provide supports to current tenure-tracks to facilitate their tenure process)
 - Last AY, officers restructured original chair positions to align with tenure-process, Research, Services, and Teaching Support chairs (Amended bylaw/constitution of the organization)

Goals

- To support tenure-track faculties, so they get tenured
- To create social network on campus for untenured faculties
- Do not want to be redundant with FDC and other services offered by university
- Easy to participate, not burden for people, and fun!
- Strong community/connections

Business meeting

V. February 7, 2017 meeting minutes approval

- a. The draft is posted on the website/blackboard.
- b. Minutes have been approved

VI. How often and how should we meet?

- a. Friday- Business meeting
- b. Twice per semester (last few years):
 - i. Once in the beginning of Fall; and once in the middle of the semester for checking in
 - ii. Suggestions
 1. make it available via teleconference (e.g. zoom)
 2. more than twice a semester for consistency and visibility

VII. Board member/role openings

- a. Current Bylaws posted on the UFO website (under Faculty Affairs)
- b. Current Openings: Service and Professional Development, Social, and Election
 - i. Should we call for nomination and election again?
 - ii. Past Social Events: Happy Hours, First Pay Check, one on and off social gathering; RTP party; Went to Soccer Game, etc.
 - iii. Open to everyone: Special Election or appointment by UFO president (i.e., what does our bylaw say? = right now, nothing. We will need to

add this on our bylaw to be able to have UFO President appoint someone to fill in the vacancies in future)

1. Hugo Asencio - happy to co-chair if anyone interested in serving Service and PD or will be the sole chair
 - a. In the past had compile a list of services available university wide; if selected/nominated as chair, he will continue to do so.
2. Rama Malladi nominated for Social Chair
- iv. Discussion on whether or not it's a good idea to have "university" service on their RTP as early tenure-track faculties

VIII. Bylaw changes? (maybe not necessary)

- a. Yes, in future - to add Special Election or appointment for vacancy by the UFO President

IX. Events/committee reports

- a. Review of past events (AY 16-17) – what worked well/less well.
- b. RTP party?
 - i. Too late for Fall 2017 since October 2nd is coming up
 - ii. Will plan one in Spring 2018 (at the beginning of Spring semester or at the end of Fall semester)
- c. What the schedule should look like for Fall 2017. Which month for each committee? (e.g. October for Teaching, November for Research)
 - i. Research Chairs - event in early or late November; separate from New Faculty Success series held by FDC
 - ii. Teaching Chairs - event in October
 - iii. Panel Speakers: Event will need to be cleared
 1. Procedure: first let UFO VP and UFO President know. They will inform VP of Academic Affairs (Jim) Provost (Mike)
- d. Tentative Spring schedule...
 - i. Research and Teaching combine
 - ii. RTP Potluck Party – social in January
 - iii. 1910 Café (Jim shared that his office and FDC might be able to assist with funding) - First Paycheck Party
 1. maybe first Friday in October (Fall 2017) – too soon to plan
 2. one in Spring 2018

X. Materials/committee reports

- a. New Faculty Tip Sheet?
- b. RTP?
 - i. Q: How it has been done in the past? Suggested to have the person who just received promotion present at the workshop to share their experiences

- XI.** Other updates/unfinished business
- XII.** Review of “action items”

The meeting adjourned at: 2p.m.