

Untenured Faculty Organization (UFO)  
Meeting Minutes  
Date: Friday, December 8, 2017  
Time: 1:00-2:30p.m.  
Via Zoom

Attendees (UFO officers): Fynnwin Prager, Megumi Kuwabara, Kimmie Tang, Mary-Michelle Moore, Brant Burkey, Zheng Yang, Hugo Asencio, Jeb Middlebrook, Rama Malladi

1. Update on the by-law amendment

- a. Amended the by-laws: President can appoint a person to an open position
  - i. Rama Malladi was appointed for Social Chair
  - ii. Hugo Asencio and Zheng Yang for Service and Professional Development Chairs
  - iii. Annmarie Perez for Elections Chair
- b. With the appointment of above positions, all positions are now filled for this academic year.
- c. All appointments are for one-year term.
- d. If anyone interested in serving next year, please start thinking about it now.

2. Discussion about the use of mascot on UFO event flyers

- a. Mascot used in one of the event promotion was “alien with flying saucer”
- b. Given this political climate, the mascot may not be appropriate
- c. Discussion of whether or not to continue to use the image of “alien”
  - i. Stick to the brand of “flying saucer” and remove the “alien” or removing it completely
  - ii. General consensus
    1. remove the “alien” and keep the “flying saucers”.
    2. If we want to brand a new logo, we need to run it by the University
    3. Need to include university logo throughout our flyers

3. Review of teaching event & research event

- a. Teaching Event report:
  - i. NO Teaching Support Chairs were present, but Meg shared the event review document created by the chairs.
  - ii. Event: October 25<sup>th</sup>
    1. 5 Participants: 4 out of 5 were UFO officers
  - iii. Concerns and potential ideas for future events were outlined in the review notes.
    1. Concerns:
      - a. Two “teaching” related on the same day – should we avoid those dates?
      - b. Is Friday a bad day for events?
    2. Potential Ideas for future events:
      - a. Maybe hold it in the first 8<sup>th</sup> week of the semester – less busy?

b. Avoid Fridays?

- b. Research Chairs report:
    - i. Did a great job
    - ii. Had about 3 non-officers
    - iii. FDC - provided food/drinks
    - iv. Potentially sharing of events with social committee, teaching committee/chair, etc. for next semester
    - v. Similar concerns as Teaching event about participation
    - vi. Spring semester event: Faculty Research Symposium
      - 1. Call for abstract - make it open to all kinds of research (teaching, performance, etc.)
      - 2. Different format for presentations (e.g. poster, round table, etc.)
  - c. General potential ideas:
    - i. This is the first UFO zoom meeting
      - 1. Good turnout - may continue to use this format in the future
    - ii. Create a standard “zoom” account for future meeting
    - iii. Discussion of whether or not certain event could be “recorded” and archive for future access
      - 1. Depends on the purpose of the events and types of events
      - 2. More discussion will be needed in determining which one to be recorded
      - 3. If we do move in this direction:
        - a. Creator of the zoom event –whether give “access” to video recording or not to audience
        - b. Zoom link must be included in the flyer
        - c. Create a standard link/account
        - d. Maybe archive future meeting/events for future access
4. Update from Service & Professional Development Chairs about the excel
- a. List are divided by department/college now
    - i. Would be more useful if the list would be more general (e.g., name of committee, purpose of the committee meeting, frequency, etc.) for university-level services
  - b. When completed, share the document and individual committee can add information/edit as needed
5. Next semester plan
- Jan - RTP potluck party?
- Meg don't mind doing it, but not sure if it has to be a pot-luck
  - Potluck was to address the social part
  - Rama (Social chair)- not sure...
    - o Need to contact James Hills from Faculty Affairs - give them information and they will see if they can provide fund/lunch; can ask how much they can offer
    - o Keep in mind that certain location may not allow outside food
      - Catering exemption form needed to be completed and approved

- If not, need to use university catering
- Faculty Research Symposium – should we book LSU?
  - FDC- can only accommodate limited number of participants
  - Campus-wide annual Teaching Conferences are held typically in Locker Student Union for accommodating more attendees. For Faculty Research Symposium, not sure how many would since this event has not been done on campus before.
  - This year, stick with FDC and see whether we need bigger venue.

April - Faculty Research Symposium

- In February, abstracts will be due.
- Event is open to all faculty (tenured and non-tenured, teaching, research, performance, etc.)
- Discussion about making it more clear - i.e., purpose of the conference, format - round table, etc.

Not discussed - Future discussion:

- Teaching event for Spring?
- Officer Elections?
- Announcement/ Misc.
- Zoom meeting details

Meeting adjourned at 2:30pm.