Faculty Colleagues,

CUPP solicited feedback following the October 6th faculty meeting, in the hope of improving our process and making faculty meetings a vital part of our professional lives. We were pleased to receive extensive feedback from all corners of campus.

The feedback has been discussed both in CUPP and in the “Chairs of Committees” group. Those discussions have resulted in a set of suggested changes to faculty meeting procedures. We hope to implement these changes, on an experimental basis, beginning at the November 3rd meeting - although it may not be possible to make all of the changes at once.

1) All routine committee reports, FYI items, and announcements will be distributed electronically and will not be repeated orally at the faculty meeting. Presentation at the faculty meeting will be limited to action items and issues requiring extensive discussion. Faculty will have an opportunity to direct questions to the chairs of those committees not making oral reports.

2) In setting the agenda, CUPP will coordinate with other committees so that the most important items are placed at the top of the agenda. If the agenda for a particular meeting looks to be too crowded, an attempt will be made to delay some issues until a subsequent meeting.

3) If extensive discussions are anticipated, committees should organize a forum for discussion outside the normal faculty meeting. At some point, it may be desirable to designate a specific time and place each month for such discussions to occur.

4) Electronic distribution of the agenda and attachments will occur earlier in the week. This should give faculty additional time to read the materials before the meeting.

5) A limited number of paper copies of action items and discussion items will be available at the meeting. This should eliminate the need to scroll through long and complex reports on the computer screen. Routine reports and announcements will not be distributed by hard copy.

6) We will be preparing a short handout on important parliamentary procedures. As a result, all faculty will hopefully understand the rules and implications of “calling the question” and “calling for a quorum”, etc. For example, it is important to know that a speaker must first be recognized before calling the question or making other parliamentary motions.

7) The CUPP chair will not both preside over the meeting and represent CUPP at the meeting. When CUPP has a report to make, it will be delivered by the Vice Chair or other designee.