

## UNIVERSITYWIDE COMMITTEE ON COMMITTEES (UCOC)

**APPROVED MINUTES  
OF THE MEETING  
Tuesday, January 18, 2005  
10 a. m.– 4:00 p.m.**

**I. Chair's Announcements**

Chair Albert Stralka summarized objectives for today's meeting and requested that members briefly introduce themselves.

**II. Update from Academic Council**

- George Blumenthal, Chair
- Cliff Brunk, Vice Chair
- Maria Bertero-Barcelo, Academic Senate Director

**REPORT:** Senate Chair George Blumenthal and Vice Chair Clifford Brunk informed the committee of some of the additional issues before the Systemwide Academic Senate this year. More in depth information on many of these items can be found on the Academic Senate's webpages at

<http://www.universityofcalifornia.edu/senate/committees/council/reports.html>

and <http://www.universityofcalifornia.edu/senate/underreview.html>.

- Graduate and professional education issues: applied doctorates; graduate student funding
- Legislative Activities: the Concurrent Resolution on Graduate Education; Richman Bill re Pension Plans (Defined Contribution Plans)
- Proposed amendment to the Academic Senate Bylaws: SBL 336B.4; SBL 128
- Admission and Transfer issues: Geographic Preferences; Admission by Exception; SCIGETC; Major Course Articulation
- Executive Compensation
- 05-06 Assembly Vice Chair Nomination Process
- Management of the DOE Labs: Update on the Request for Proposal (RFP) with respect LBNL, LANL, and LLNL
- Proposed UC Code of Ethics
- CAL ISI's Proposed Review Process

**III. University-wide and Divisional processes and timelines for the appointment of representatives to System-wide Committees**

- Members were informed that the UCOC must finalize it's the System-wide Committee Chairs and Vice Chairs appointments by April 15, 2005, in order to meet the publishing deadline for the May 10, 2005 NOTICE of Assembly Meeting. Since UCOC will meet on April 5, 2005 Chair Stralka would like to finalize all the appointments at that meeting.
- Members provided a brief summary of the process and timeline for the appointment of Divisional representatives to System-wide Committees. If member can complete the 05-

06 System-wide Committee Roster by its April meeting, then UCOC will not need to have further face-to-face meetings.

**ACTION:**

1. UCOC members will strive to finalize the 05-06 Chair and Vice Chair appointments by the April 5, 2005 UCOC meeting. If necessary a teleconference will be held after that date in order to meet the April 15 deadline in order to ensure inclusion of Chair/Vice Chair appointments in the May 10, 2005 Assembly's Notice of Meeting.
2. Members agreed that they would strive to complete by March 1, the 05-06 appointment of the Divisional Representatives to the System-wide Committees.
3. Members were strongly encouraged to consult with the Divisional Directors with respect to nominations (for Chairs, Vice Chairs and Divisional Representatives).
4. Members were asked to remind members who are appointed as Divisional Representatives (with the exception of UCR&J and Editorial Committee) of the two-year appointment criteria ([See Bylaw 128](#)).

**IV. Procedures for the Appointments of System-wide Chairs, Vice Chairs and Committee Members**

Chair Stralka summarized the process for the appointment of the 05-06 System wide Committee Chairs, Vice Chairs and memberships.

**ACTION:**

**Specifically UCOC will need to determine for each committee if:**

1. The Vice Chair is willing and should succeed as Chair
2. The current Committee members will continue through 05-06
3. The Committee Chairs, Vice Chairs, and members have concerns which UCOC needs to address and ensuring that UCOC strives to address those concerns when making appointments

**In addition, UCOC members will also need to:**

1. Address the issue of balance both for committee members and for Chairs and Vice Chairs (e.g., balance in discipline, campus representation, etc.)
2. Provide to potential members the information that is needed so that the individual may determine if they are able to take on the responsibilities of being a Chair, Vice Chair or member (e.g., number of meetings, meeting dates, workload expectations, etc.).

**V. Assignment of Liaisons to Committee**

Two year's ago, UCOC determined that the most effective means in dealing with the workload issues involved with the nomination and appointment process for Committee Chairs, Vice Chairs and members, was to ask each Committee member to volunteer as the primary liaison to various Senate-wide committees. Liaison responsibilities include: discussions with the outgoing and incoming chairs regarding possible nominees for the

05-06 Vice Chairs and the succession of the 04-05 Vice Chair to the Chair position in 05-06.

**ACTION:**

**1. UCOC members volunteered as liaison for University-wide Committees as follows:**

<b>UCOC Member</b>	<b>Committees</b>
Stanley Awramik	UCAP and UCOL
Catherine Constable	UCPB and UCR&J
James Evans	UCAF and UCORP
Carol Freeman	UCEP and UCOPE
Frederick Gable	Editorial
Ruth Greenblatt	UCAAD and UCP&T
Jerry Powell	CCGA
Gershon Shafir	BOARS
Vivek Shetty	ITTP and UCIE
Frederic Wan	UCFW

**2. Contact the Chairs of the assigned committees and request the following information by March 1:**

- a. For all committees **with the exception of BOARS and UCIE**—ask the Committee Chair if there is any reason why the Vice Chair of the Committee should not succeed as Chair in 05-06.
- b. For BOARS and UCIE: Please ask the Chair if they intend to complete their 2<sup>nd</sup> year as Chair.
- c. For all Committee Chairs **with the exception of BOARS and UCIE**—ask the Chair whom they would recommend for the 05-06 Vice Chair position. Please make sure that the **Chairs understand that UCOC**, not the Committee Chairs, determine all appointments, but that their advices is important as is that of the Vice Chair.
- d. For **BOARS, should the Vice Chair decide not to continue, and for UCIE**, which does not have a Vice Chair, please ask for recommendations for a 05-06 Vice Chair.
- e. For all Committee Chairs please ask them if there are specific concerns/issues which they wish to make UCOC aware of. Are there members who may need to be replaced, etc.

**3. Contact the Vice Chairs of the assigned committees and request the following by March 1:**

- a. For all committees **with the exception of BOARS and UCIE**—ask the Committee Vice Chair if they will serve as Chair if appointed by UCOC. (It is the practice that UCOC appoints the Vice Chair to succeed the Chair but just incase UCOC decides otherwise

- b. **For BOARS**— Please ask the Vice Chair if he plans to complete his 2nd year as Vice Chair. If the response should be no, then ask the Vice Chair for his recommendation of possible candidates for a 05-06 Vice Chair.
- c. **For UCIE:** There is currently no Vice Chair
- d. For all Committee Vice Chairs **with the exception of BOARS and UCIE**— ask the Vice Chair whom they would recommend for the 05-06 Vice Chair position. Please make sure that the **Vice Chairs understand that UCOC**, not the Committee Vice Chairs determine all appointments, but that their advices is important as is that of the Chair.
- e. For all Committee Vice Chairs please ask them if there are specific concerns/issues which they wish to make UCOC aware of. Are there members who may need to be replaced, etc.

Meeting adjourned, 3:30 p.m.

Attest: Albert Stralka, Chair, UCOC

Minutes prepared by: Maria Bertero-Barcelo, Director