***Report to the Faculty Senate Executive Committee* Date:**  April 30, 2024

**“x” or circle:**   **Mid-year report X**\_\_\_\_\_ **End-of-year report**

**Committee Name**: Committee on Committees

**Chair or Co-Chairs:**  Melissa McKay

**Meetings for the term/year:** [insert dates of all meetings to-date, whether electronic or in-person]

 April 1, 2024 – meeting via Teams

**Membership and Attendance** (year-to-date attendance record):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Group Represented, committee office, if applicable** | **Name** | **Department or administrative unit affiliation** | **Term End****(if applicable)** | **Meetings Attended** | **Meetings Absent / # Excused** |
| Chair | Adam Chamberlain | THEA | 2024 | 1 | 0 |
| Co-chair | Amy Petros | CHEM | 2024 | 1 | 0 |
| Secretary | Coby Condrey | LIBR | 2024 | 1 | 0 |
| Group I | Caroline Najour | WLLC | 2024 | 1 | 0 |
| Group II | Brady Lund | IS | 2025 | 1 | 0 |
| Group III | Sundeep Mukherjee | MSE | 2025 | 1 | 0 |
| Group IV | Melissa McKay | DMI | 2024 | 1 | 0 |
| Group V | Divesh Ohja | LOM | 2024 | 1 | 0 |
| Group VI | Matthew Lemberger-Truelove | CHEM | 2025 | 1 | 0 |
| Group VII | Jim Berdnarz | BIOL | 2024 | 1 | 0 |
| Group VIII | Mark Hlavacik | COMM | 2023 (temp) | 0 | 1/1 |
| At-large | Andrew May | MUCS | 2025 | 0 | 1/1 |

*(Add lines as needed)*

**Do your committee charges remain relevant?** Yes

**If not, what changes to the charges do you propose?** N/A

**Accomplishments (including items submitted for review or approval to the Executive Committee or Faculty Senate):**

* We’ve changed the approach to filling committee vacancies, with an effort to get as many vacancies in the upcoming AY filled before the Fall semester begins so our committees can start the year with a full quorum and ready to go.
* We’ve created templates to be sent out by each member to their relevant voting groups to spark interest and enagagement (see below)

**Templates created:**

**For Chair – this can be used to simplify the spreadsheet and sent to all members:**

**Committees with vacancies to be filled for Academic Year 2024-2025 *(as of 04/01/24)***

Vacancies are organized by group below. If reaching out to all constituents at once, use the email address included with your group below to ensure all faculty in your group receive the information. You may want to use the BCC: option so that one person who always Replies All can’t start a storm of replies.

**Group 1**

**Group 1 voting group email address:** **FacultySenateVotingGroupI@ad.unt.edu**

* List open committees here
* List open committees here

**Group 2**

Group 2 voting group email address: FacultySenateVotingGroupII@ad.unt.edu

* List open committees here

**Group 3**

Group 3 voting group email address: FacultySenateVotingGroupIII@ad.unt.edu

* List open committees here

**Group 4**

Group 4 voting group email address: FacultySenateVotingGroupIV@ad.unt.edu

* List open committees here

**Group 5**

Group 5 voting group email address: FacultySenateVotingGroupV@ad.unt.edu

* List open committees here

**Group 6**

Group 6 voting group email address: FacultySenateVotingGroupVI@ad.unt.edu

* List open committees here

**Group 7**

Group 7 voting group email address: FacultySenateVotingGroupVII@ad.unt.edu

* List open committees here

**Group 8**

Group 8 voting group email address: FacultySenateVotingGroupVIII@ad.unt.edu

* List open committees here

**Template for committee members to send to constituents:**

Greetings, members of Faculty Senate Group XXX,

I am XXXX, the Group XXX representative to the Faculty Senate Committee on Committees. Our voting group needs representation on a few committees for the upcoming 2024-2025 academic year, and I’m hoping you find a committee that interests you or you would like to nominate a colleague for one of these vacancies. You are not required to be a Faculty Senate member to serve on these committees, and committee service fulfills service requirements for both tenured-track and professional faculty while providing insight and transparency to our shared governance model.

**Vacancies for Group XXX currently exist for the following committees:**

(link to each of the groups found on the FS webpages so your constituents can read about the committees)

* Committee 1
* Committee 2

For a complete list of all Faculty Senate committees, visit the [UNT Faculty Senate website](https://facultysenate.unt.edu/).

If you would like to be nominated to serve on one of these committees, or would like to nominate a colleague, to begin committee service September 2024, **please let me know by Monday, April 8**. You can respond to this email (*please do not reply all*) or email the Faculty Senate directly – facultysenate@unt.edu