

*2018-9 College of Arts and Letters Faculty Council  
Meeting Minutes  
April 16, 2019*

I. Call to order: 4:00 p.m., FH 2591

II. Roll call

Present: [Redacted]

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## B. Elections Committee Report: Ally Day

Elections for next year's council have been completed. However, a finished roster is not finalized. Departments have not all reported back on the names of representatives.

After some discussion of the election process, the **following notes** were made to advise the election committee next year.

- Bylaws should clarify that when two or more positions are available, voters may select the same number of candidates as positions. The current election provided

- Nominations were posted in a discussion forum in Blackboard. Members would prefer that the nomination process be private/anonymous, and use a survey format.

**IX. New Business**

**A. Special Committee on Culture Courses: Jetsa Caceres**

The Special committee on Culture course submitted a draft set of guidelines for

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\_\_\_\_\_ Discussion followed but action will be delayed until next

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X. Adjournment 5:30 PM

corrections to [michael.piotrowski@utoledo.edu](mailto:michael.piotrowski@utoledo.edu).

APPENDIX

CURRENT ELECTIONS HANDBOOK

Handbook for College Elections Committee

**Step One:** Contact Learning Ventures to set up the Blackboard site for each new election year. The contact person in 2018-2019 was Tony Walters ([Anthony.walters@utoledo.edu](mailto:Anthony.walters@utoledo.edu)). You will need to fill out a Course Request Form; a sample of this is included at the end of this document.

**Step Two:** Get Masters List from Deb Corkins in Dean's office of all lecturers and TT faculty. Send

appropriate people (ie. All TT and Lecturers).

Note: Keep this MA list because you will need it for selecting appropriate voting groups on BB for At-Large votes.

**Step Three:** Contact Grad Council ([Grad Council website](#)) for a list of their roster. Contact Deb

"Humanities Lecturer."

4. Navigate to one of your groups and you will see a discussion board to post nominations. No long justifications are necessary--simply nominate yourself or a colleague who you think would be an excellent Council member.
5. You have until March 29th at noon to post your nominations. At that point, your elections committee will review each group discussion board to assemble ballots. Voting will begin April 1st. Instructions on that forthcoming.

**What positions are we filling and who can vote?**

2 Grad Council (voted by Graduate faculty, full and associate--see Roster)

1 TT Arts At-Large (voted by Arts TT Faculty)

1 TT Humanities At-Large (voted by Humanities TT Faculty)

1 TT Social Science At-Large (voted by SS TT Faculty)

2 Arts Lecturers (voted by Arts Lecturers)

2 Humanities Lecturers (voted by Humanities Lecturers)

2 Foreign Studies Lecturers (voted by Social Science Lecturers)

To access ballots:

1. Navigate to our BB site: College of Arts and Letter 2019-2020 Elections.
2. On the left side navigation bar, there is a link "Ballots".
3. Once you hit "Ballots" all ballots for which you are eligible to vote will populate. We are  
using the summer function on BB (like elections this past fall and last year) so all voting is

anonymous.

Full name of voter must be entered and submitted.