Academic Senate
Los Angeles Division

Faculty Research Lectureship Committee
Minutes of Meeting: Thursday, November 29, 2007
Approved April 24, 2008

Present: A. Ghez (Chair), H. Herschman, K. Orren, L. Zipursky
Absent: K. Houk, M. Jacob, R. Kaback
Staff: D. Ayer, B. Henderson
Guests: E. Bjork (Academic Senate Chair), J. Balboa (Academic Senate CAO)
Meeting: The meeting was called to order at approximately 2:35 p.m.

Welcome and Introductions
Chair Ghez welcomed Elizabeth Bjork, Academic Senate Chair, and Jaime Balboa, CAO of the Academic Senate. Introductions of the committee members were made.

Chair Bjork started by thanking the members of the Faculty Research Lectureship Committee for their senate service and expressed the importance of shared governance. Chair Bjork outlined several goals that she would like to achieve during her term as Academic Senate Chair. Her first goal is to establish a positive and productive relationship with the new Chancellor. She would like the Chancellor to realize that the Academic Senate is a resource and not a hurdle. Chair Bjork would also like to continue improving the quality of life factors on this campus. She views these factors as being extremely critical in the recruitment and retention of excellent faculty on this campus.

Chair Bjork opened the floor to any questions or comments by the committee.

One committee member recalled that in years passed the reception following the lecture was always held at the Chancellor's residence; but in recent years this has changed. The committee would like to recruit the help of Academic Senate Chair Bjork to have the reception location moved back to the Chancellor's residence. Chair Bjork and Mr. Balboa said that they would look into doing this.

Review of Committee Materials
The committee was provided a copy of the Committee Roster, Committee Charge, Committee Timeline, Faculty Research Lectureship Brochure, and Faculty Research Lectureship Nomination Form for their review.

The Committee Roster showed a high return rate of past committee members.

The Committee Charge outlined one primary responsibility of the committee.

Not later than the final scheduled meeting of the Division in the Spring term of the year next following its appointment, the committee has the option of naming two Divisional
members distinguished for research achievement to deliver public lecturers during the succeeding academic year on topics of the lecturer’s choice.

The committee reviewed their timeline. The Faculty Research Lectureship nomination deadline was emphasized: Friday, March 21, 2008. Once the nomination deadline has passed Ms. Ayer will organize the submissions and inform the committee when they are ready for review. The committee will be able to review the nominations at the Academic Senate Office. The final decisions will be made at a selection meeting, held in April 2008.

The Faculty Research Lectureship Brochure was reviewed by the committee. This brochure will be sent to the departments and posted online.

**New Business**

Ms. Ayer informed the committee that a Call for Nominations Letter was sent out to all faculty on October 30, 2007. The committee requested that Ms. Ayer forward them a copy of this call.

The committee discussed new ways of furthering promotion of the Faculty Research Lectureship nomination process. The following suggestions were made:

1. The committee decided that they would like to divide the campus to provide focused areas where the committee members can personally contact people in their section to encourage nominations. The committee requested that Ms. Ayer forward them a list of all of the Department Chairs on campus and that she also remind the committee members of this responsibility when the nomination deadline approaches.
2. Since all non-winning nomination submissions are resubmitted two years following their initial submission, the committee would like to have reminder letters sent to all active nominees and nominators requesting any updated materials for the submission. The committee requested that Ms. Ayer forward them a list of active nominees for their records.

The committee also discussed ways of furthering promotion of the Lecture. The following suggestions were made:

1. Advertise campus wide; not just on the side of campus the lecturer is from.
2. Having pop-up reminders of the lecture on the UCLA portal as the date approaches.
3. Stress that all members of the campus are welcome to attend; one does not have to be of a specified discipline to enjoy the lecture.