

**Faculty Handbook Committee
Meeting Minutes
February 3, 2022**

Voting Members Present: Shelley Gipson, Bert Greenwalt, Amanda Lambertus, Suzanne Melescue, Libby Nix, Jim Washam

Non-voting Members/Support Present: Mary Elizabeth Spence

Meeting called to order at 2:03 pm

January 20th Meeting Minutes, Nix motion to approve, Washam seconded, all approved.

I. Forward/Section I SGOC Proposal

- Gipson included the list of changes to go to Faculty Senate, the Rationale part of the SGOC proposal is the new part of proposal.
- Gipson asks for discussion on how committee perceives Rationale. Washam comments that Rationale is a thorough view for SGOC to see committee's proposal purpose.
- Melescue notes that previously it had been discussed that these are editorial changes, but previously editorial changes did go through SGOC first.
- Nix makes a motion to accept Rationale as written (minus highlight) and proposal to be forwarded to SGOC, Washam seconds, all approve.

Tabled Business

Section II Substantive Changes

High Priority

II. Intellectual Property Policy

Grammatical changes approved, but reaffirmation of substantive/policy edits

- [II.R Update from Risch](#)
- [II.T Update from Risch](#)
- [II.U Update from Risch](#)

- Risch has been communicating with Gipson regarding these changes, but nothing to vote on is presented.

New Business

Section II Low Priority (continued)

III. B2 New Questions (continued)

- a. II.J Office Hours
 - Should admin offices hours be second instead of first?
- Gipson brought up that this stated policy could be a hinderance to recruiting new faculty, and Nix pointed out that her program's accreditor did not expect this.

- Melescue asks about changing the order of the two sentences for clarity. Committee discusses their individual area's recommendations/requirements.
- Current edits from attorney has an additional sentence re: virtual office hours added in Summer Taskforce.
- Melescue motions that first sentence beginning "Administrative offices..." is last in the section, Nix seconds, all approve.
- Gipson asks for a motion to include the sentence re: Virtual Office Hours, Washam makes a motion, Nix seconded, all approved.
- Melescue begins discussion regarding when the last sentence was added to handbook (20-21 Academic Year or Summer 2021 Taskforce). Due to COVID and other health/safety related issues, online office hours have been useful, despite previously being limited. Lambertus, chair of a department has suggested faculty do a mix of virtual/face-to-face hours to meet students' needs. Nix states that "with permission of chair/dean" adds to flexibility of office hours, but ensures that approval is made.
- After further discussion, Nix moves to remove last sentence of section, Washam seconds and all approve.

b. II.M

- Do you want to update Curriculum Changes?
 - Pro Ed and Assessment aren't mentioned in the paperwork
- Gipson adds that this is specifically for moving curriculum proposals through Assessment and COPE.
- Melescue adds that there are a few changes in this section changes have been made (for instance adding "GC" for Graduate Council).
- Lambertus recommends adding information regarding COPE because of the substantial nature of the process. Melescue proposes that before sentence "The Provost" there be a sentence added re: COPE process.
- Gipson includes sentence in UCC portion of section and adds similar sentence in GC portion for graduate programs.
- Gipson corrected "Advanced planning..." typo in last paragraph.
- Lambertus requests to compare edited section with section forwarded to attorneys that still required non-substantial edits.
- Lambertus makes motion to accept II.M as edited, Nix seconds, all approve.

c. II.N Computing Ethics

- Is this up-to-date – email/web is not mentioned
- Melescue states that there are a number of policies listed through IT that could be added to this section to bring it up-to-date. Gipson states that there is no web or email listed in section, and a number of others.
- Gipson suggests linking the Policies and Procedures page from IT's website.

Nix makes motion to adjourn at 2:50 pm.

Next Meeting: February 17, 2022 @ 2:00 pm, HSS 2018/Zoom