

**Faculty Handbook Committee
Meeting Minutes
September 21, 2021**

Voting Members Present: Shelley Gipson, Chair; Bert Greenwalt, Annette Hux, Amanda Lambertus, Suzanne Melescue, Vice-Chair; Libby Nix, John Seydel, Jim Washam

Non-voting Members/Support Present: Donna Caldwell, Faculty Senate Chair; Karen Wheeler, Mary Elizabeth Spence

- I. Introductions
 - a. Meeting called to order by Caldwell at 2:01 pm
 - b. Introductions began with Caldwell as the Faculty Senate Chair, convenor of committee
- II. Last Meeting Minutes
 - a. Meeting minute approval: Caldwell motioned to approve, Melescue, seconded, all in favor.
- III. Election of 2021-2022 Chair
 - a. Gipson has volunteered to be chair. Voted unanimously as Chair
 - b. Melescue is appointed as Vice-Chair by Caldwell
- IV. Overview of Summer '21 Taskforce Work
 - a. Have 5 sections of Handbook and can divide work for 2 subcommittee members
 - i. For example: Take Section 1 and present all edits to committee section by section; decide what is substantive and what is editorial and how those would move forward
 - ii. Goals for the year: Complete all Sections this year? Yes. All sections of the handbook are currently with General Counsel
 - iii. Faculty Senate hears SGOC proposals bi-monthly. Wheeler advises that nothing goes through later than February that should be approved for the next year. SGOC has been called for the first time for 21-22 on 9/24 @ 3:00 pm
 - iv. Awaiting Section I from Legal, Brad Phelps and Mark Ohrenberger, to begin making changes
 - v. Summer DeProw divided Summer Taskforce into sub-taskforces to compare and contrast versions of the handbook to edit/add/delete including System Policies, Operating Procedures, latest SGOC Procedures included. All notes are included on the Master List of changes (sent to committee for review)
 - vi. Reviewed current handbook on website
 - vii. Volunteers from Committee to work on Sections, new and returning:
 1. Section 1 (Mission, Vision...): Hux, Melescue
 2. Section 2 (Academic Policy): Haran, Seydel
 3. Section 3 (PRT): Gipson, Hux
 4. Section 4 (Faculty Grievance): Greenwalt, Washam
 5. Section 5 (Employment Policies): Nix, Gipson

- viii. The committee agreed that it would follow SGOC procedures on edits and substantive changes suggested
 - ix. Discussion of Faculty Senate Sanctions and where the Academic Freedom Policy was found in the Faculty Handbook
- V. What's Next?
 - a. Wheeler and Gipson will contact Legal to receive at least Section I back for revisions for next meeting
 - b. Melescue proposes that there is Instructor Promotion wording proposal happening and she wants to look at requirements and proposes that an Instructor work on a subcommittee regarding this to amend this policy. Wheeler gave some background on this policy change and that Faculty Senate should provide recommendation to Provost.
- VI. Next Meeting Date/Time: Tuesdays at 3:00 pm, bi-monthly, next meeting: October 5th
 - a. Information to be sent to committee electronically
 - i. Master List
 - ii. Memo from Taskforce
 - iii. Meeting Minutes from September 21st
 - iv. Section I Draft forwarded to Attorney (add Draft)

Meeting adjourned at 3:12 pm