

Faculty Handbook Committee
Meeting Minutes
October 5, 2021

Voting Members Present: Shelley Gipson, Chair; Bert Greenwalt, Shivan Haran, Amanda Lambertus, Suzanne Melescue, Vice-Chair; John Seydel, Jim Washam

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

- I. September 21, 2021 Meeting Minutes – Seydel moved to approve, Washam seconded. All approve.
- II. Forward: Added links to important webpages; added explanation of ASU System Policies and A-State Operating Procedures; clarified editorial and substantive changes process From SU 2021 Faculty Handbook Working Group

Note: Changes in document in RED are from Dr. Summer DeProw, in BLUE, Attorney Mark Ohrenberger.

- Links will be shortened in narrative to move directly to content mentioned in handbook.
- ASU System policies have been added to denote from A-State Jonesboro policies
- Substantive changes to go through SGOC has been added to Foreward
- Discussion regarding ending of 1st paragraph, agreed to keep Counsel's suggestion "or necessary."

Motion to approve: Washam motion to accept changes, Greenwalt seconded. All approve.

- III. Forward and Section I: Move and Update not a contract language from IF1 to Forward From: FHC, from Fall 2021

- Counsel suggests to keep language in both Foreword and in Section I. Haran suggests that we leave single sentence in Foreword and more robust language in Section I.
- Melescue requests and committee agrees that "It" be removed and sentence begin with "Faculty Handbook..."

Motion to approve: Melescue motioned to accept changes, Haran seconded. All approve.

- IV. Forward and Section I: Re-formatted section: Font, Margins, APA Levels of Headings From: SU 2021 Faculty Handbook Working Group

- Garamond font chosen as University-wide accepted font, APA Level Headings and pagination for clarity.

Motion to approve: Washam motioned to accept formatting, Haran seconded. All approve.

V. Section I: Removed page 2: memo to BOT May 2018
From: FHC, Spring 2021

- Faculty Handbook Committee approved removal during 2019-2020 Academic Year, however it still is in website version 10/5/21.
- Committee is re-supporting prior vote to remove memo.

All vote to approve.

VI. Section I, Part D: Omitted Institutional Priorities and replace with Discover 2025 goals and objectives
From: Discover 2025

- Adding Discover 2025 language from System Office.
- Wheeler notes that this should be a link to current information instead of text directly in handbook
- Melescue states that this should be left in as critical to faculty's role. Whose role would it be for this to be updated since material is dated? Gipson suggests that every five years when Strategic Plan is updated, section will be updated. Haran suggests that committee should set timeline of editions of handbook. Melescue highlights that this is where the updated website would accommodate changes where a "paper trail" will exist and updated annually.
- Goal is to vote up or down for Summer Taskforce changes and then editorial process will begin again.
- Melescue suggests that in Book of Committees update timeline should be included.

Motion to approve: Melescue motions to keep Discover 2025 in Faculty Handbook, Haran seconds. Washam, Greenwalt approve. Seydel and Lambertus opposes. Gipson approves as Chair.

VII. Chancellor's Cabinet

- | | |
|------------------------------------------|----------------------------|
| a. IG3: Updated VC AAR position | From: HR, FHC, Spring 2021 |
| b. IG5: Updated VC SA position | From: HR, FHC, Spring 2021 |
| c. IG7: Update VC for EM and GO | Pending |
| d. IG8: Updated VC Diversity-CE position | From: HR, FHC, Spring 2021 |
| e. IG9: Update VC for Athletics | Pending |
| f. IG10: Update Chief Com Officer | Pending |

- Gipson and Melescue suggest that because faculty do not have input or impact on Chancellor's cabinet, no need to be included (currently I.G.3, 5, 7, 8, 9 and 10)
- Wheeler suggests that Chancellor's cabinet be named in document, and Melescue adds that an Organizational Chart will be linked.
- Melescue proposes to discuss job titles, Wheeler states that the bulletin contains job titles

- Haran recommends that the list above be replaced with Organizational Chart. Dean level and below should still be included in Handbook.

Gipson to table to discuss further at next meeting.

VIII. Typo in I. (A-State Campus's Mission, ...)
From: F21 FHC

- 2nd comma after “A-State Campus’s” in I. should be removed
- “...enhances Intellectual growth” Intellectual should not be capitalized
- “e3” should be a superscript
- I.E. appears to have a hard return
- Check for hanging headers after comments removed
- 1.F.1: next to last paragraph, should be divided at “The faculty...”

Final version will be housed within Office of Assessment fileshare until turned over to the Provost’s Office and included in rebuilt website.

Tabled to view changes.

Motion to adjourn at 3:54 pm: Haran, Greenwalt seconded. All approved.