Faculty Handbook Committee Minutes

14 February 2018

Conference Room, 5th Floor, International Building

Meeting Start 1:00 PM

Meeting End 2:10 PM

Minutes

1. Membership Terms
   a. Flynn should be 2017-2019
   b. Roles and terms are in the role call section at the end of the minutes
   c. No elections due for the 2018 year
2. Minutes from last meeting
   a. approved
3. Progressive Disciplinary Action Committee
   a. Committee met last week to build a timeline and targeting May for language
   b. Coadd "lesser" terms
   e. Looking for smaller issues too
4. Updates from Holt conversations with Provost
   a. Have had 3 meetings and several emails since last meeting
   b. Current Understanding:
      i.

2. Faculty Defined
3. Faculty Responsibilities
4. Faculty Evaluation, Tenure, and Promotion
5. Termination of Employment
6. Grievances and Appeals
7. Faculty Resources
   b. Language will come to us when it is closer to finalized
   c. Communication between chair of ASEC and FHC will continue
   d. Membership of ASEC

   ACADEMIC STRUCTURE AND EVALUATION
      Jacob Breland, Chair
      Jonathan Barron
      Sam Bruton
      Angie Burton
      René Drumm
      Bridget Hayden
      Frank Heitmuller
      Joshua Hill
      Ann Marie Kinnell
      Alisa Lowrey
      Derek Patton
      Andy Reese
      Bernd Schroeder
      Lachel Story

6. Relationship with FHC and ASEC
   a. ASEC will generate first document
   b. FHC will evaluate document and we will communicate for best result
7. FHC goals working with ASEC
   a. Waiting on language to be drafted
   b. Will work when we get ASEC contact
   c. ASEC was invited to meeting, but declined – perhaps in future when language is closer to finished
8. Do we request more people to the ASEC for help with handbook language?
   a. After discussion – decided to not request more people to the ASEC
   b. Action item: FHC voted to NOT recommend new members to ASEC because they have the personnel needed and it may disrupt the dynamic
9. Overview of FHC definitions held by various groups
   a. Range from a folder of policy to bargaining agreement
   b. General discussion about that range of view and acceptance that we will need to help define that view in the future
10. Note at beginning of FHB added August 2017
    a. Mentions guidelines and not a comprehensive document
    b. Guidelines, policies, rules?

      c. Can it be comprehensive and under 200 pages?
11. Bylaws changes – pre-proposal (Appended as an example of what needs to be addressed)
      a. Need to address what happens for "no" votes on language
      b. Need to have a policy for process that all can follow
      c. Need update from May 28, 2013 document – some positions have changed
      d. Some language was written, but not moved to the floor
      e. Will address bylaws changes when return from procedural abeyance
12. Procedural abeyance
      a. Voted and approved moving to Procedural Abeyance for meeting times and language to the committee
          i. **Procedural Abeyance: monthly meetings will not be required.** Chair will call as many meetings as necessary. (more or fewer as needed)
          ii. **Procedural Abeyance: no language will be accepted to the FHC except that from the ASEC or Provost's office until new Handbook is approved or July 1, 2018**
             1. To be renewed as needed for next fiscal year
          iii. Note: we decided to leave the 2 vote system and will revisit if that needs to be moved to abeyance too at a later date
          iv. Note: constituents will still be informed and feedback gathered (time frame will be tighter than monthly)
          v. Note: all language from approval of FHB will go to counsel then provost.

Next Meeting TBD – keeping Wednesdays at 1 generally open

Charges:

1. PDA committee moving forward.
2. Chair FHC to communicate with ASEC chair to direct FHC meetings.
3. FHC will read current FHB to be prepared to address changes
4. Moved to procedural abeyance as related to the reorganization
5. Voted to NOT recommend any others to the ASEC

Roll Call

Group One (August 2016 – August 2019)

Present: Voting Ex-officio – Assistant or Associate Provost – Doug Masterson (2017-2019)

Absent: Non-Member of Faculty Senate (FS Appointed) – Leisa Flynn (2017-2019)

Present: Member of Faculty (President Appointed) – Jonathan Barron (2018-2019)

Present: Voting Elected member from Council of Chairs – Tish Zelner (2013) (2016-2019)

Present: Member of Faculty at Large (FS Appointed) – David Cochran (2018-2019)

Group Two (August 2017- August 2020)

Present: Voting Ex-officio – Assistant or Associate VP for Research – Sam Bruton (2013) (2017-2020)

Present: Member of Faculty Senate (FS Appointed) – Sharron Rouse (2017-2020)

Present: Voting Elected member from Dean – Dean Faye Gilbert (2017-2020)

Present: Member of Gulf Coast Faculty (FS Appointed) – David Holt (2017-2020) (Chair)

Present: Non-voting Ex-officio General Counsel: Subrina Cooper (2010) (2017-2020)

Gallery: None Attending

Pre-Proposed Bylaws Changes Submitted February 1, 2018 by David Holt:
(Modified February 2, 2018 – green text)

ARTICLE III

OPERATING PROCEDURES

Section 1. Meetings

The Faculty Handbook Committee will meet at least monthly during the academic year and have a quorum for each meeting. A quorum is a majority of members, including at least three members appointed by the Faculty Senate or their proxies. The chair will conduct meetings according to *Robert's Rules of Order*.

Section 2. Changes to Handbook

Proposals for changes to the Faculty Handbook may be made by any faculty member or by any of the groups represented by the committee. All recommendations shall be brought before the committee for consideration. Proposals should be forwarded to the chair of the Faculty Handbook Committee for distribution to all committee members.

Proposals coming before the Faculty Handbook Committee are given two votes. After a first reading, proposed changes are voted on by the committee. If the proposal passes a plurality vote, the proposal is and posted to the committee website, and notice is given to the various constituencies (Faculty Sena (e)5 (2 (ade)-1 (b)1 (y)3plu)H001 Tc 5u3 (Sty)2 (Ha)-1 (e

ARTICLE IV

COMMUNICATIONS/REPORTING