

**Faculty Handbook Committee  
Meeting Minutes  
November 15, 2022**

Voting Members Present: Shelley Gipson, Amanda Lambertus, Suzanne Melescue, Steven Minor, Jim Washam, John Seydel

Non-voting Members/Support Present: Mary Elizabeth Spence, Will McLean (AAR), Ed Salo (Faculty Senate President)

Meeting called to order at 2:00 pm

Old Business

- I. Minutes from November 1<sup>st</sup>, Washam motioned to approve, Melescue seconded, all approve.

New Business

- I. Best use of “university,” “A-State” and “ASU System” in II.N., II.O., and II.S.
  - Committee discusses the use of these terms through the subsections, and the implications.
  - In II.N., the last line of the last sentence is referring to an ASU System Policy, and Melescue suggests that the wording here should reflect that. The last sentence also should read ASU System.
  - The committee discusses how the 2<sup>nd</sup> paragraph should read as Torres has approved the wording as is. Gipson will
  - Melescue motions that all four instances in II.N. where Arkansas State University appears, ASU System should replace this phrase, and the last sentence should read “An A-State employee...”, Gipson seconds, all approve.
  - II.O. Recording Ethics appears identically in the Staff Handbook as written here. Melescue motions to replace Arkansas State University with “A-State” at the beginning of the subsection, Gipson seconds, all approve.
- II. Section II.B.2.b – definition of Off-campus Overloads
  - Committee discuss this definition of Off-campus Overload with background given from Gipson
  - McLean further explains that this includes A-State Jonesboro faculty teaching at system campuses
  - Lambertus motions to change the first sentence of II.B.2.b. to include “...off campus for A-State programs for extra compensation.”, Gipson seconds, all approve.
- III. Section II.B.4 – comment
  - Committee discusses that this subsection should be left as is.

- Gipson moves that the title of II.B.4. should remove the words “Masters and Specialist” to “Graduate”, Melescue seconds, all approve.
- In Section II.B.5., Lambertus makes motion to remove the phrase “As with theses, the...” from the last paragraph of the section, Gipson seconds, all approve. The paragraph should now begin “Student credit hours will be allowed...”
- Gipson made editorial changes to III.E. (the COEBS component), committee will review and discuss at next meeting after reading edited section.

#### IV. Section IV Minor Edits

- Committee discusses the Introduction to Section IV, including the request that legal read, review and approve.
- “Veteran status” should not be capitalized.
- The title “...Assistant Vice Chancellor for Human Resources” should read “Associate Vice Chancellor for Human Resources” should be changed throughout document.
- In Section IV.B., the Office of Affirmative Action should now read as “Office of Title IX and Institutional Equity.”
- Committee discusses what faculty members are included in the IV.B.1.a. and IV.B.2.a., and should this be better defined. Gipson motions removing “...tenured and non-tenured faculty...” should read “full-time faculty” in both sections, Washam seconds, all approve. If this context appears again, term should be changed throughout document.
- Affirmative Action Coordinator needs to be replaced throughout document with “Title IX and Institutional Equity Coordinator.”
- Academic Hearing Committee appears before IV.B.3. and should be abbreviated in this subsection.
- Remove the Book of Committees link in IV.B.3. until link is accurate.
- In subsection IV.B.3., after the bulleted section of subsection 3, an additional heading should read “IV.B.3.d Findings.”

Meeting adjourned at 3:05 pm

Homework: Read Section V for edits

Next Meeting: November 30<sup>th</sup> @ 2:00 pm in Library 6<sup>th</sup> Floor Conference Room