

**Faculty Handbook Committee  
Meeting Minutes  
November 30, 2021**

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

Non-voting Members/Support Present: Alan Utter, Provost; Karen Wheeler, AAR; Mary Elizabeth Spence

Meeting called to order at 3:03 pm.

Motion to approve November 16<sup>th</sup> Minutes: Hux motioned, Haran seconded, all approved.

Next Meeting?! December 14<sup>th</sup>, Spring 2022 (same time/day or new Doodle)

Final Fall 2021 Meeting: December 7<sup>th</sup> @ 3:00 pm

Special Spring 2022 Meeting: January 4<sup>th</sup>-7<sup>th</sup>? Doodle Poll will be sent

Doodle Poll for Spring 2022 will be sent

Dr. Alan Utter, Provost and Executive Vice Chancellor for Academic Affairs and Research:  
Utter charges the committee to complete all edits from summer 2021 working group to be implemented by the end of the Academic Year 2021-2022

Section I/Foreword Final Edits

- I. Chancellor's Cabinet/Administration Sections Edits from Dr. Wheeler
  - a. I.G – Should there be a note regarding links in section?

-The order of Section I.G:

Board

Chancellor

Executive Committee

Provost

Deans

Deans Council

Chairs

Chairs Council

Faculty Association and Faculty Senate

-All revisions that include Program Directors, Director of Schools, etc.

- II. Report from Chair's Council

-Haran reports that Chair's Council Chair Dr. Brad Rawlins called for a vote, and approval was given to keep "old" language of Chair's Council section in Handbook.

-Haran proposes that in the future when an outside body offers language on their section of the handbook, a footnote is included to note who proposes and approves the language. Melescue proposes that notes like this are included in a separate document. Utter agrees that in a separate document included any annotated notes.

-Utter spoke with the Chancellor and agreed that Chair's Council language is acceptable for now.

III. Vote to forward Section I/Foreword to Faculty Senate

- Gipson asks if there are any further edits, questions regarding Section I? And specifically regarding the Mission, Vision, Core Values.
- Melescue and Wheeler point out that the current handbook and proposed handbook match what is on the website, but the bulletin does not match re: Mission, Vision and Core Values.
- Lambertus makes a motion to move Discrimination statement under Core Values to Title IX, Haran seconds, all approve.
- Melescue clarifies that all changes that have been made during this meeting, all are editorial. Utter states that any changes the committee deems substantive will need to come to Provost's Office to be taken to the Board.
- Lambertus makes a motion to accept Section I/Foreword as is, Hux seconds, and all approve.
- Gipson will contact Faculty Senate President and present cleaned-up version of Section I/Foreword, as well as a document containing all changes.

Section II Minor Grammatical Changes (continued)

IV. IIB1: Added associate dean teaching load and changed layout to bullet points

From: Per Lori Winn in Summer 21 Working Group

- "Associate Dean" language is added in the paragraph above the bullet points, and the 2<sup>nd</sup> point is added as new content re: Associate Deans.
- Haran asks about program directors not being included and Utter confirms.
- Lambertus makes a motion to include both Associate Deans in the paragraph and the point, Hux seconds, all approve.

V. IIB2: Added associate dean overload load teaching

From: Per Lori Winn in Summer 21 Working Group

- Council misread this section regarding credit hour of load per semester vs. academic year. Melescue points out that if no change is made in text, the reading is indeed correct. Utter also states that keeping language consistent "per semester" is best. In the bullet regarding deans' load in II.B.1 should be per semester.
- Melescue points out that "safety" is added in II.B.1 from Summer Working Group.
- Melescue proposes that last sentence of II.B.2 be split in two.
- Utter states that we should defer to General Council on II.B.2.b's compensation language. A-State's appropriate act should be used.
- Lambertus proposes that Budget may have a link for line item max, and Gipson will check to see if available.
- Gipson calls for a motion to make changes outlined above. Lambertus moves to approve, Hux seconds, all approve.

VI. IIB9a: Moved to IIL.1 to be with Textbooks and instructional supplies

From: SU 2021 Faculty Handbook Working Group

- Melescue states that no changes were made to this section, only moved. Haran motions to approve, Hux seconds, all approve.

- VII. IIE: Added enrollment numbers and pay scale for summer term appointments  
From: Per Kathy Hicks in AAR in SU21 Working Group  
Coming Soon! Note: Please check thoroughly and have Alan Utter and Kathy Hicks check this Section

Motion to adjourn by Haran at 4:04 moved to adjourn, Melescue seconded, all approved.