

**Faculty Handbook Committee
Meeting Minutes
September 28, 2023**

Voting Members Present: Caldwell, Gordon, Greenwalt, Hux, Lambertus, Melescue, Minor, Salo

Non-voting Members/Support Present: McLean (AAR), Spence

Meeting called to order at 2:03 pm

Old Business

- I. Minutes from last meeting (February 13th)
 - Melescue called meeting to order and gave historical record of 22-23 Committee
 - Lambertus motioned to approve minutes with amendment that February 27th meeting was working group (not full committee), Caldwell seconds, all approve amendment to minutes.
 - Melescue motions to approve February 13th minutes as amended, Hux seconds, all approve.

- II. Introductions
 - Ed Salo, will be acting as both a voting representative for CLAC and representing Faculty Senate (President)
 - Committee introduced themselves for new and returning members

- III. Election of Chair/Co-Chair
 - Committee motioned to elect Spence as secretary.
 - Melescue explained committee structure and discussed Chair/Co-Chair election and term.
 - Committee motioned to Melescue as Chair, and Melescue accepted Chair position, Lambertus as Co-Chair. Lambertus accepted Co-Chair position. All approve.

- IV. Review of FH Progress Sections I, II, and III edits: Looked at by SGOC and determined not to be a shared governance issue; Faculty Senate support (Section I See FHC Minutes March 17, 2022; Sections II and III See FS Minutes March 17, 2023)
 - Melescue outlined recent history of the Faculty Handbook and its committee, including the current status of all Sections of the handbook.
 - The first three (I-III) sections of the handbook have completed the shared governance review process.

- V. Webpage Progress
 - McLean outlines the progress on the webpage to include a history of the handbook, minutes, working timelines on what is being edited.
 - Melescue will send the committee what has been done on the website template.

New Business

I. SGOC Proposals – Vote

- a. Section IV
- b. Section V

-Sections IV and V are in the process of being sent to the SGOC in Fall 2023.

-Lambertus makes a motion to approve SGOC proposals as is for Sections IV and V, Hux seconded, all approve. Sections IV and V will be forwarded to SGOC for a vote.

-Gordon asks and committee discusses the timeline regarding edited Faculty Handbook being considered by SGOC, moving then to Faculty Senate and to the Board. Salo suggests that a vote in Faculty Senate could occur on November 3rd followed by a vote by the Board on December 8th.

II. FH Cover – Vote

-Committee discussed the cover page proofs from Publications. Salo moves to select the 5th cover in the file for the Front of the Faculty Handbook, Caldwell seconds, all approve.

III. Section II.P.2.b Annual leave – Statement in FH needs to be updated to reflect the new ASU System Policy (July 1, 2023) Note that the link in the FH leads to correct policy.

-Melescue outline the new Annual System Leave Policy.

-Gordon will condense policy for blurb (and include full System link) in handbook

IV. Captioning and Accessibility Operating Procedure (email 9-20-23) – Vote to include in Section III.L Textbook and Instructional Supplies

Link to procedure: <https://www.astate.edu/dA/3f6605c689/aa-provisions%20for%20Captioning%20and%20Accessibility.pdf>

-Melescue will write a short summary of this policy to include in current handbook.

-Melescue reminds the committee to bring any questions that their faculty have regarding the Faculty Handbook. For example, the PRT committee structure needs to be further clarified in the handbook. Committee further discussed.

V. FHC Meeting Schedule

-Melescue proposes that one of the first reviews/edits that need to be made this year in the Faculty Handbook is the Human Research/RTT section. (Section III.R. in reordered FH)

-Committee discussed future meetings times/date.

-Committee discussed the “homework” reading the reordered version of the handbook.

Meeting adjourned at 2:52 pm

Homework: Review FH Reorganization and TOC

Next Meeting: October 26, 2023 @ 2:00 pm