

Faculty Handbook Committee

Meeting: 10/18/18

Minutes

Present: Jeff Johansen (Chair), Matt Berg, Brent Brossmann, Bill Elliott, Dan Kilbride, Mark Waner

Review –

A Faculty Handbook Committee site has been created on Canvas for FHC use.

Last year's minutes have been added to them to help the new members get acclimated.

Three new proposals have also been placed in the site. Each of these proposals will be advanced this semester.

Proposal One is to amend part 5 of the Amendments and Revisions to change the voting procedure. The goal is to replace the supermajority requirement so that passage of Handbook Amendments would require 60% approval with a 60% quorum of voters.

Berg noted that it is difficult to get to departments this semester. To enhance effectiveness, he suggested three options:

1. An electronic survey (Qualtrix / Survey Monkey)
2. A Canvas site
3. Both

This would get people an opportunity to provide insights. We can aggregate the data and present it to the Faculty Council. The online survey is an important element of this process because people can contribute data anonymously. There was agreement that the recommended survey and canvas site gets data, but we still need an opportunity to get the message to faculty about the importance of voting on this proposed amendments.

Johansen proposed writing a letter (paper and electronic) and send it to all new faculty and visitors, explaining the importance of voting for this issue. Kilbride encouraged that the letter ask them to discuss the importance of voting with others in the department. The focus will be on the importance of getting people to vote for this procedural change.

The FH Committee will ask chairs for 5 minutes to make an argument in favor of voting for this proposal. Berg will draft the survey.

Proposal 2 provides voting opportunities for voting when on leave.

Proposal 3 changes the procedures for amending the Handbook. This allows for adaptation of original proposals to accommodate feedback from faculty throughout the process.

A conversation about when to put forth the proposal followed.

The goals are

1. Start the survey – October 22-27

2. Review the data – November 2
3. Process the data & start the clock –
4. Put forth the proposal – approximately November
5. Contact the chairs –
6. Start the open hearings – in November
7. Move it forward November 28
8. Bring it the faculty for vote – January 23

Meeting adjourned at 4:55 p.m.