**Faculty Handbook Committee Meeting Minutes, 2/5/16**

***Present: Ben Rowley, Charles Watson, Stephanie Vanderslice, Michael Rubach, Michael Schaefer, Amber Wilson, Diane Newton, Barbara Williams***

***Guests: Robin Voss, Kaye McKinzie, Chad Hearne, Peter Mehl***

***Absent: Steve Runge, Graham Gillis, Warren Readnour, Lori Isom, Stephanie Huffman***

***Meeting was called to order at 2 pm.***

1. Motion to approve minutes made by Schaefer, seconded by Vanderslice – Approved, 1 abstention.
2. May be some changes made secondarily to the changes to the Online Learning Committee/Distance Education Committee membership and charge
   1. Due to changes in organizational structure with change of CTO to VP-IST
3. Proposed Service Learning Advisory Committee
   1. Idea is to formalize and standardize a standing committee that has largely been working in an ad hoc capacity for roughly 5 years at least already
   2. The group would facilitate work in service learning on the UCA campus.
   3. Community members would also be included in the committee membership, as service learning frequently involves interaction with community groups and services
   4. Student members would represent the interests and concerns of the student body
   5. Faculty and other members (other than students) would serve staggered 3 year terms, with faculty members approved by the Faculty Senate
   6. Chad Hearne brought up the idea of adding some Staff representation. Discussion ensued on which areas of staff might be most useful and relevant to this group. It was suggested that a member from Student Services would probably be a useful addition, and this idea will be followed up on.
   7. Some language changes in wording expressed to align more closely and accurately with other wording in the Faculty Handbook.
   8. Some discussion on representation on committee of unaffiliated faculty – if it’s appropriate and necessary to spell out membership from University College, Honors College, but NOT Library; should membership simply be stated as 1 unaffiliated faculty member, perhaps with the addition of text to include “with experience in service learning.” Overall consensus is that it should be only 1 unaffiliated member, but still working on exact wording involved.
   9. Meeting times/dates needs to also be clarified. Monthly is fine, but needs to specify “during the academic year.” May also need to specify a particular day of the month (e.g. every third Tuesday).
   10. Discussion on membership appointments – general consensus that Deans will select the College representatives, but that unaffiliated representative(s) will be selected by the Faculty Senate.
   11. We will address the changes and come back for a formal vote on it at the next Handbook Committee meeting.
4. Discussion on presentation of changes to Ch. 7 at Faculty Senate (coming up this Tuesday, 2/9/16) and plan of approach for dealing with possible concerns that may be brought up in Senate.
5. IRB Committee proposed changes
   1. Motion to consider changes by Williams, seconded by Schaeffer
   2. Discussion on recommended changes ensued – goal is to keep us legal and in compliance, also working in conjunction with desired composition of our Research Compliance Coordinator and Graduate Dean
   3. Some clarifications on language of proposal ensued, largely aimed at clearing up number of members on committee and which Colleges/Unit each is from and how they are selected
   4. Items to be clarified will be brought back to Dean Bellar and Steve Beal for a little more work…goal will be to bring back revised document for formal approval from Handbook Committee at the next Handbook Committee meeting.
   5. Motion to table by Rubach, seconded by Vanderslice, unanimous for tabling.
6. Vanderslice would like us to bring up the possibility of phased retirement for Senior Lecturers for consideration at a future meeting.

***Meeting was adjourned at 3:00 pm. Next meeting will be 2/19/16. Ben Rowley will not be at the next meeting due to a prior engagement out of town, so a different member of the Handbook Committee will take minutes at that meeting.***