

UCA Faculty Handbook Committee
Minutes – November 30, 2012

The committee convened at 2:05 in the Provost's conference room, with Francie Bolter, Don Bradley, Kevin Browne, Lisa Daniels, Katherine Larson, John Parrack, Steve Runge, Mike Scoles, and Janet Wilson (Chair) in attendance.

A motion to approve the November 2 minutes was made by Bradley, seconded by Bolter, and passed unanimously.

The committee will have a retreat on Tuesday, January 8, from 11:00 – 3:00. Meetings for the spring semester will be from 2:00 – 3:15 on Fridays, starting on January 11th.

Runge will have comments on chapters 5 & 6 before the winter break. The Faculty Senate Committee on Committees will review and recommend changes to chapter 7.

The Faculty Handbook Committee's recommended changes to the cover page, foreword, and chapter 1 will be sent to the Faculty Senate for approval, with the understanding that any changes from the Faculty Senate will need to be reviewed again by the committee.

Attention turned to Chapter 4. The committee agreed that a significant reorganization of the chapter was needed, around the tentative themes of responsibilities, expectations, and opportunities. Work on a title and preamble will follow. A first draft was assembled for submission to Carol Daves.

The meeting adjourned at approximately 3:15.