**Faculty Handbook Committee Meeting Minutes, 2/19/16**

***Present: Steve Runge, Charles Watson, Stephanie Vanderslice, Michael Rubach, Michael Schaefer, Lori Isom***

***Guests: Robin Voss, Kaye McKinzie, Chad Hearne, Peter Mehl, James Carter, Graham Gillis, Collin Stanton, Stephen Beal, Lesley Graybeal, Jaqueline Rainey.***

***Absent: Warren Readnour, Ben Rowley, Amber Wilson, Stephanie Huffman, Barbara Williams, Diane Newton***

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

1. Stephen Beal, Research Compliance Officer from Sponsored Programs, explained the reasons why the IRB Committee needed to be appointed through solicitation of proposed members from the Deans who are then recommended to the Provost , instead of recommendation from the Faculty Senate. The IRB Committee is monitored by the Federal government. No other Arkansas public universities’ IRB committees are appointed by the Faculty Senate. Jaqueline Rainey, IRB Committee chair, who was also present, strongly supported this proposal. There was a motion to approve the new procedure for appointing members to the IRB committee from. It was seconded by. Approval was unanimous.
2. Proposed Service Learning Advisory Committee
   1. Peter Mehl brought back suggested changes from the ad hoc Service Learning Advisory committee.
   2. He advocated strongly that there by representation on the committee from University College, the Honors College and a staff member because these constituencies are very active in service learning on campus.
   3. Kaye McKinzie suggested the unaffiliated faculty were overrepresented on the committee.
   4. Honors College Director Rick Scott pointed out that this is a university committee that the Honors College feels particularly interested in being represented on, as it has always been heavily involved in service learning.
   5. Mike Schaefer moved to accept the proposal as amended to include the three representatives Mehl described. Lori Isom seconded the motion. Motion passed unanimously.
3. Kaye McKinzie elaborated on the list of comments made by the Faculty Senate on Chapter 7 revsions. Discussion followed. Mike Schaeffer moved to accept the comments and make the proposed amendments to the revisions requested by the faculty. Lori Isom seconded the motion. Motion was approved unanimously.
4. Chad Hearne raised the issue of lack of communication between the Faculty and Staff senate on committee function and appointments and proposed a “supercommittee” above the handbook committee that would oversee committees where both faculty and staff were involved. Collin Stanton supported this idea. Chad Hearne circulated a list of university committees with faculty and staff involvement noted. Discussion followed and will continue at subsequent meetings.

***Meeting was adjourned at 3:280 pm. Next meeting will be 3/04/16.***