**Minutes**

**Faculty Handbook Committee**

**Friday, November 10, 2017**

The UCA Faculty Handbook Committee met on Friday, October 27, 2017, in Wingo 213, at 2:00 p.m. The following members were present: Kaye McKinzie (Chair), Michael Hargis (Provost), Mike Schaefer, Amber Wilson, Pat Cantrell, Charles Watson, Ellen Stengel, Graham Gillis, Diane Newton, Warren Readnour.

Minutes from November 3, 2017, were adopted by acclamation.

Alicia Landry, chair, Health Promotion and Wellness Advisory Committee, was recognized to present suggested revisions to the structure of that committee. There was discussion regarding the combined membership of the committee with equal representation from both faculty and staff. There was also discussion to make the membership of the committee consistent in number with the Employee Benefits Advisory Committee. Dr. Gillis noted that more representation, not less ~~fewer~~, and equal representation between faculty and staff would strengthen the committee. Proposed changes were recorded in Chapter 7 of the Faculty Handbook and will be forwarded to the Senate with other handbook changes. Proposed changes were adopted unanimously.

There was discussion on a proposal from the Research Council calling for appointment of new members to that committee to be made in the spring. The Committee voiced that this change was a Senate issue, not one for consideration by the Handbook Committee.

Charles Watson moved that all adopted, proposed revisions to the Faculty Handbook from all previous meetings of the Committee from this semester be forwarded to the Senate for consideration. Michael Schaefer seconded. The motion was adopted unanimously.

The Chair stated that a meeting for November 17 will be called if necessary.

The meeting adjourned at 2:45 p.m.

Minutes reported by Charles Watson.

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These minutes were approved by electronic (email) vote November 14 – 20, 2017.