UCA *Faculty Handbook* Committee
Minutes – March 15, 2013

The committee convened at 2:05 in the Provost's conference room, with Francie Bolter, Don Bradley, Kevin Browne (serving as Chair), Katherine Larson, Diane Newton, Roger Pauly, Steve Runge, and Mike Scoles in attendance.

Bradley moved for approval of the March 8 minutes. With a second by Larson, the minutes were approved unanimously.

Runge reported that the revisions to Chapter 4 are being reviewed by Katie Henry and will likely be forwarded to the Faculty Senate before its March 12 meeting.

Runge distributed updated drafts of Chapters 6 and 8. Minor changes were made to Chapter 8 (addition of some phone numbers, formatting). Some committee members questioned whether the information in Chapter 8 is redundant with the university webpage, but it was agreed that the redundancy is desirable, especially for new faculty.

Bradley made a motion to incorporate the information from Chapter 8 in Chapter 6. Runge provided second and the motion passed unanimously.

The title of Section III of Chapter 6 will be, "University Policies" and include subsections for, "Absences from Work," through, "Inclement Weather and Delayed Start." The information in Chapter 8 will become Section IV of Chapter 6, with necessary formatting changes.

Other than changing Section II-D from, "Extra Income," to, "Extra Income Statements", no additional revisions were deemed necessary for Sections I and II of Chapter 6. There was some discussion of possible redundancies between the existing Chapter 6 and the information that will be added from Chapter 8, it was agreed that these problems are likely to be noticed and resolved as Carol Daves merges the two chapters. Bradley suggested that the preamble to Chapter 6 should emphasize that university policies are available on the university webpage.

Runge mentioned that diversity was an issue for the HLC. The committee agreed that UCA's abbreviated mission (**A**cademic **V**itality, **I**ntegrity, and **D**iversity), should be included in the footer for every page of the *Faculty Handbook*. The format is **AVID**: UCA dedicates itself to **A**cademic **V**itality, **I**ntegrity, and **D**iversity.

Bolter asked that *Vortex* and *Fountain* be added to the list of student publications, along with descriptions.

The description of the Key Policy will be deleted and replaced with a link to the policy, and moved to be included under, "Securing Offices and Buildings," which will appear under, "Facilities."

The meeting adjourned at approximately 3:05.