

UCA Faculty Handbook Committee
Minutes – November 2, 2012

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

A motion to approve the October 19 minutes was made by Runge and seconded by Daniels. It was noted that in the description of the Council of Deans and duties of associate provosts, "graduate deans", should not be plural and, "associate provosts could be shorted", should read, "associate provosts could be shortened." With corrections to these minor typographical errors, the minutes were approved unanimously.

After a brief discussion of the importance of maintaining congruence between the Role & Scope language in the *Handbook* and that approved by ADHE, Runge moved for approval of recommended changes to Chapter 1. Bradley provided a second and the motion was approved unanimously.

Bolter moved for approval of the final draft of the Foreword, with a second provided by Bradley. After discussion of minor formatting changes (i.e., capitalized bold font for, "Abbreviated Mission"), the motion was approved unanimously.

Discussion turned to the draft of recommendations regarding Chapter 2. Members recognized difficulties regarding amendments to the Faculty Senate constitution (Section V), and that encouraging faculty to participate in voting to approve these amendments should be a priority of the Senate. Bradley moved for approval of other recommended changes (Sections I-IV). A second was provided by Daniels and the motion passed unanimously.

Changes to Chapter 4 are to be discussed at the next meeting. Bradley agreed to draft an introductory statement regarding faculty responsibilities. Daniels will work with the Instructional Development Center regarding best practices for evaluation (Section 1B). The committee will also discuss the duration for which records of student evaluations should be maintained (Section 1C).

Runge suggested that the committee hold a day-long retreat, tentatively scheduled for Monday, January 7, 2013.

The meeting adjourned at approximately 3:20.