

University Faculty Affairs MEETING MINUTES

August 27, 2018

12:00 PM – 1:00 PM

Warren Lawless Conference Room

CHAIR: Rodney Hicks

MEMBERS Present: Joshua Cameron, Casey Chaney, Malika Kachani, Kabir Lutfy

ABSENT: Pen-Jen Lin, Edward Goering

NON-VOTING MEMBERS: Elizabeth Rega (Absent)

SECRETARY: Alyssa Rodriguez (Vacation), Diane Garcia assisting

Topic	Proposed Discussion	Actions
1. Call to Order	Meeting was called to order at 12:07pm.	
2. Approval of Previous Minutes	One correction to the last minutes; typo error, changed to Committee will	Dr Chaney motioned to accept minutes; seconded by Dr. Hicks; unanimous approval
3. Chair election	Per Academic Senate Guidelines, will need to have a chair for the next year.	Dr. Hicks self-nominated to continue as chair for AY 2018/2019. No other nominations; Dr. Hicks will continue with full support. Senate Chair will be notified in writing by Dr. Hicks of election results for recording at Academic Senate.
4. Goals for 2018/2019	Proposed goals (see agenda) include: <ol style="list-style-type: none"> 1) Continue work on faculty handbook and college guidelines (ongoing) 2) Launch evaluation task force 3) Adjunct policy on library and campus resources 4) Faculty awards power point 	1. Faculty handbook. <u>Issue</u> : Some faculty members have joint responsibilities for teaching and administration. What is the distinction between the roles as it pertains to voting rights and shared governance. <u>Discussion</u> was held to clarify language in Handbook to help differentiate when the faculty member is in the faculty role versus the administrative role. The Handbook, the bylaws, indicate that a member of the academic senate should have at least 50% faculty responsibilities. The assumption is made that if a faculty member has academic senate voting rights, those voting rights should convey to college level committees. Page 29 of the Handbook discusses who has voting rights. Generally, a faculty member who has faculty subordinates (sometimes called direct reports) would be considered to wear the administrative hat and would not be a voting member of the faculty.

		<p>Senate Chair Cameron indicated that he has a list of all faculty members, a separate list of faculty members with voting rights. This second list is used to populate emails related to Academic senate.</p> <p>Senator Cheney iterated that this is an area where a faculty ombudsmen could support the faculty, in lieu of other resources on campus. Other discussion on suggesting term limits of administrators and evaluations of administrators as part of ongoing business. (No action on this last item). Senator Hicks indicated that the Provost and administration held responsibility for appointments of Deans. In turn, Deans are afforded an opportunity to form a leadership team. Perhaps what is missing is the transparency of an evaluation process.</p> <p>Senator Hicks conveyed a request from CGN a number or list of tenured faculty be made available.</p> <p><u>Action items:</u> UFAC will support Dr. Cameron in his request to verify which faculty members hold voting rights. Dr. Cameron will also seek to determine if the Provost's office maintains a list of tenured faculty (either by name or by number).</p>
		<p>2. Launch an Evaluation Task Force in AY 2018/19 Background: At the last Senate meeting, Senators were informed of approval by the Provost office to have an evaluation task force. Call for volunteers was made. Discussion: Individuals who have volunteered include: Rod Hicks, CGN (Chair UFAC) Tobias Boehm (Dental) Anandi Law (Pharmacy)</p>

		<p>Malika Kachani (Vet Med) Jacqueline Trong (Podiatry) Kabir Lutfy (Pharmacy)</p> <p>Senator Cheney indicated she had asked faculty of the College of Health Sciences and had not received any volunteers; she will ask again</p> <p>Senator Kachani asked if Vet Med could send forth a second name.</p> <p>UFAC recognizes that the Provost Office will add administrative names (a dean perhaps and business officer and others).</p> <p>Action: Senator Kachani will send forth a second name within the next week. Senator Cheney will query the College of Health Sciences a second time and possibly submit a name.</p> <p>Dr. Hicks will start the notification letter to the Provost of the names. Recommend faculty and possible deans, Friedrichsen, Lopez, or Robinson.</p>
		<p>3. Adjunct Policy for Library access Ufac recognized that Alyssa Rodriguez has volunteered to help gather the collection of forms and policies that are known today. From the collection, language neutral forms and policies can be drafted.</p> <p>Action: None at this time; informational</p>
	<p>Dr. Hicks has previously started an updated to the faculty awards. He is creating a power point for background and process.</p>	<p>4. Faculty Awards Power point No discussion at this time due to time constraints.</p>
<p>New Business</p>	<p>Request from Grievance Committee</p>	<p>5. Grievance Committee Update. <u>Discussion:</u> Senator Lutfy has indicated that the Grievance Committee has met and would like to change the description in the handbook (outlining responsibilities and number of members). Senator Kachani has received a request that the Grievance Committee</p>

		<p>examine the scope of its operations. Part of the scope includes the length of appointment on the committee and the frequency of meetings. Should the committee only meet if there is a faculty grievance was posed.</p> <p>Included in the discussion was mention of the current policy and timelines for completion of a full investigation with specific questions asked about final decision by BOT.</p> <p><u>Action:</u> Senator Lutfy will work with the Grieve Committee to submit in writing draft language. The submission should be a side-by-side comparison of the current language with suggested changes. Once the draft has been submitted, UFAC can consider.</p> <p>Note: Dr. Lutfy had a preliminary document that will be shared at the next UFAC meeting.</p> <p>Senator Kachani will convey the request for changing the Committee Composition. The request should state the request and rationale. Once UFAC receives the request, UFAC will explore the topic to ensure that the topic falls under the Academic Senate purview. Many of the issues were contained in the document prepared by Dr. the Grievance Committee Chair with input and approval by the GC members.</p> <p>Action: Dr. Lutfy's and Dr. Kachani's memo will be placed on the agenda for next month.</p>
<p>3. College Guidelines</p>	<p>The committee reviewed the college guidelines for the following colleges;</p> <ul style="list-style-type: none"> • College of Health Sciences • College of Veterinary Medicine • College of Graduate Nursing • College of Dental Medicine <p>The committee will continue to review the remaining guidelines as they come in.</p>	<p>Informational only: no discussion was held, no action taken:</p> <p>GCBS will finalize their P&T documents this week and begin the internal approval process; expect UFAC to see later. Dr. Hicks is on a subcommittee helping to edit the documents. Approval will come from GCBS faculty.</p>

Next Meeting	September 24 - Warren Lawless Conference Room, AAC	Copy of these minutes distributed electronically on 8/28 to committee.
Adjournment	The meeting was adjourned at 1pm.	