

Faculty Senate Policy Committee

Meeting Minutes

November 5, 2014

3:30 p.m. to 5:00 p.m.

Members Present: Martha Muller (Chair), Melinda Tinkle (Vice-Chair), Kimberly Gauderman, Lee Brown, Charles Cunningham

Ex-Officio:

Members Absent: Joseph Barbour, Leslie Morrison, Vice-Chancellor HSC, Vivian Valencia, University Secretary, Office of the Secretary, and Carol Parker Associate Provost, Office of the Provost & EVP for Academic Affairs

Staff Present: Candyce Torres, Office of the Secretary, Administrative Coordinator
Carol Stephens, Office of the Secretary, Professional Consultant

Guest Present: Colt Balok

Meeting began at 3:30pm

1. The regular meeting of the Faculty Senate Policy Committee was called to order at 3:30PM on Wednesday November 5, 2014 in Scholes Hall, Room 101 with Chair, Martha Muller.
2. Melinda Tinkle announced that there is going to be a joint discussion on sections B and C of the Faculty Handbook between Academic Freedom and Tenure Committee Chair, Marsha Baum, FS Policy Committee members and Committee on Governance leaders.
3. Carol Stephens discussed the classified documents under the Faculty Handbook that are considered information. Carol Stephens reminded the FS Policy Committee that the Office of the Secretary received approval from the FS Policy Committee to proceed with identifying informational items, setting up a page for those items, and then referencing all of the appropriate links. The Office of the University Secretary (OUS) categorized them all with headings. There will be a drop down that displays all of the links to all the colleges, schools, branches, and units. The FS Policy Committee was very pleased with this effort and approve of OUS moving forward with putting this in place.

Action- Carol Stephens will send the FS Policy Committee the link to access this once the project is finalized at the end of November.

- 4. Progress report on A91 and A88.** Carol Stephens indicated that FS Research and Creative Works Council Chair, and FS Policy Committee member, Charles Cunningham, has charged the FS Research Policy Committee to work on these policies. FS Research Policy Committee Chair, David Hanson will be the responsible party for overseeing this request. Charles Cunningham indicated that he requested an update from Hanson and he informed him that nothing yet has been done. Hanson promised to work on these policies and to present them to the FS Research Policy Committee in the next few days. Cunningham explained that he met with Hanson about 4-6 weeks ago to stress the importance of deadlines in hope that the FS Policy Committee would have something to review from the FS Research Policy Committee regarding A91 and A88. Carol Stephens informed the FS Policy Committee that A91 contains language that applies to everyone. Everything that was contained in the old A91 that applied to non-HSC are now placed in a document titled: **Standard A91 #1**. It provides for non-HSC research centers and institutes while preserving categories of centers, which is really important for main campus. Charles Cunningham inquired about whether a **Standard** document exists for HSC. Carol Stephens indicated that it could be written at a later time and would be **Standard A91 #2**.

Action- Carol Stephens will follow-up with John Trotter on A91 to get his input. Carol Stephens asked FS HSC Council Chair, and FS Policy Committee member, Lee Brown to review this policy also from the HSC perspective. Once the FS Research Policy Committee, Trotter, and Brown's comments are included and finalized for these policies they will then be sent to HSC Vice Chancellor, Richard Larson for review and comment.

- 5. C09 Respectful Campus.** FS Policy Committee members voted on whether to approve or deny updating the References Section of **C09** to add UAP 2720 "Equal Opportunity, Non Discrimination, and Affirmative Action".

Action- C09, approved.

- 6. E60 Sponsored Research.** Vote to approve E60. The FS Policy Committee waited to approve this due to a recent memo that was circulated regarding **Intellectual Property**. The FS Policy Committee needed to review the most recent revised draft of E60 discussed at the September FS Policy Committee meeting, and the memo from Larson, Dougher, Abdallah, and Roth to confirm that the memo did not impact E60, and no additional changes are needed. Carol Stephens informed the FS Policy Committee that after her review/analysis she found that there wasn't any relevant changes to E60 but that she identified a reference that would need to be added which is E70: Intellectual Property.

Action- Reference E70 in E60.

Action- E60, approved.

- 7. Policy Committee Membership and Leadership.** The FS Policy Committee is still operating with one vacancy. The FS Policy Committee talked about reaching out to Pamela Cheek but

Kimberly Gauderman confirmed that she is already committed. Gauderman stated that she has sent emails out to recruit people to fill this vacancy. Lee Brown informed the FS Policy Committee that there was a solicitation for volunteers that went out a while back and that list of volunteers for all the faculty committees was circulated to the FS Operations Committee because they were charged with recruiting for certain committees. Brown recommended utilizing this list to help with this.

Action- Candyce Torres from OUS will request this list from Selena Salazar and Rick Holmes from the Office of the Secretary.

Melanie Baise from University Counsel has retired. The FS Policy Committee is in need of finding another member to serve in that role.

Action-Candyce Torres will reach out to notify University Counsel of the FS Policy Committees request.

8. **Memo concerning intellectual property for commercially sponsored projects. What policy questions does the memo raise?**

Action- E70: Intellectual Property will need to be considered for review. Carol Stephens reported on behalf of Vivian Valencia regarding this and indicated the FS Research Policy Committee has been assigned the task of reviewing this policy. E70 will then come to the FS Policy Committee for review before going to the FS Operations Committee.

Action-Lee Brown suggested that a letter/memo be sent to Larson, Dougher, Abdallah, and Roth asking that once the Intellectual Property changes are finalized to forward those revisions on for review to the FS Policy Committee and FS Research Policy Committee to provide for consistency with E70. FS Policy Committee members will need to review E70 prior to the December 3, 2014 regular monthly meeting so that the issues and concerns can be discussed at that meeting. The current concerns can be addressed in that letter/memo and give reference to language that causes concern and declare why.

9. **C200 Sabbatical Leave.** Carol Stephens provided an update to the FS Policy Committee with regard to revisions made to incorporate discussions from the last meeting on September 3, 2014. The revisions were placed into the new policy format. Two versions of C200 were presented at this Committee meeting. The first draft of C200 presented in this agenda packet, page 40 highlights the changes made since the draft the Committee looked at in September. The second draft includes all changes that have been made to the current C200. Page 40 displays what has been done to the work that Cunningham has done for C200. Carol Stephens reflected on some outstanding questions that have not been answered pertaining to this policy: *Do we need to add alternative language for HSC faculty and/or 12-month faculty that indicates six months vs semester and 12 months vs academic year?* Tinkle and Brown indicated that the language on page 41 of the agenda packet under **Options** talks about semesters that do not apply to the HSC faculty. Tinkle and Brown recommended inserting six-months for HSC faculty and indicate that academic year for HSC faculty is 12 months:

Options

Sabbatical leave is available under the following four options. These options should be discussed with the departmental chairperson, and the application for sabbatical leave should indicate the option desired.

a) After any period of at least three years of full-time service (or equivalent part-time service) at the UNM, the faculty member may apply for one semester at 2/3 salary for that semester.

b) After any period of at least six years of full-time service (or equivalent part-time service) at UNM without a sabbatical, a faculty member may apply for:

i) one semester at no reduction in annual salary,

ii) one full academic year at 2/3 salary, or

iii) semester II of one year and semester I of the following year, at 2/3 salary for each semester of leave.

Action- To provide for consistency with HSC faculty appointment, Carol Stephens will add language wherever applicable that states the correct terms for HSC faculty such as: six-months and academic year, 12 months.

Additionally, Carol Stephens asked the question on whether John Trotter proposed Sabbatical Leave or Academic Leave for Clinician Educators. Tinkle indicated there is a policy in place at the School of Medicine and at the College of Nursing that provides for Academic Leave. Clinician Educators are eligible to apply.

Action- Insert the word *example* in the Policy Rationale and comma after expertise:

The faculty member will use the sabbatical assignment in a manner that will enhance his or her scholarly and/or teaching competence and potential for service to UNM. Given this philosophy, sabbatical leaves may be granted to further any of the following objectives: research and publication, teaching improvement (including the creation of teaching materials such as new textbooks, software, multimedia materials, or case books), intensive public service clearly related to the applicant's expertise and integration and interpretation of existing knowledge into larger interdisciplinary frameworks.

Action- C200, Approved. Carol Stephens will draft a cover memo for the FS Operations Committee to explain what revisions have been made to C200.

10. **D170 Student Attendance: Presentation.**