

## Faculty Senate Policy Committee

Meeting Minutes

September 14, 2016

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

**Members Present:** Martha Muller (Co-Chair), Kimberly Gauderman (Co-Chair), Barbara Hannan, Leslie Oakes, and Jamal Martin

**Ex-Officio:** John Trotter, HSC Vice Chancellor Emeritus, and Kimberly Bell, Deputy University Counsel, University Counsel Office, Carol Parker, Senior Associate Provost, Office of the Provost & EVP for Academic Affairs, Kenedi Hubbard, University Secretary, Office of the Secretary

**Members Absent:** Melinda Tinkle and Marsha Baum

**Ex-Officio Absent:** Leslie Morrison, HSC Vice Chancellor

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

**Guest Present:**

### Meeting began at 3:30pm

1. The regular meeting of the Faculty Senate (FS) Policy Committee was called to order at 3:30PM on Wednesday September 14, 2016 in Scholes Hall, Room 101 by Co-Chairs, Kimberly Gauderman and Martha Muller.
2. **Approval of Agenda.** Approved with one amendment which is to discuss an email sent to the Committee by a faculty member from the College of Education.

The Dean of the College of Education (COE) has asked the faculty in COE to work during fall break. The COE faculty are asking for the FS Policy Committee's interpretation of Faculty Handbook policy C90: Date of Campus Duty. FS Policy Committee Co-Chair, Kimberly Gauderman explained that her initial interpretation is that, indeed faculty are not obligated to work on recesses that are noted in the academic calendar. Senior Associate Provost Parker inquired what constitutes "recess". She further stated that the challenge is that UNM has a few policies that cause potential confusion about what is a "recess" and does it apply. Parker

indicated that this presents a problem particularly for nine-month faculty as they have 39 week contracts. The contracts generally began in mid-August and end generally in mid-May. C50: Faculty Contracts currently states that faculty contracts began a full week before classes are in session. C50: Faculty Contracts also states that annual leave and vacation time does not apply to nine-month faculty. According to the ten-year academic calendar, the time period that classes are in session totals 39 weeks. The concern is that if you interpret the word “recess” to mean a time when classes are not in session, there are now only 32 weeks remaining of the 39-week contract commitment.

**Action-** A motion was passed by the FS Policy Committee. The motion interprets the term “recess” in Faculty Handbook policy C90: Date of Campus Duty to include fall break; therefore, faculty should not be obligated to perform commitments and duties during that time period.

**Action-**A second motion was passed to add language that makes an observation pertaining to scheduling and how this option might impact the 40 hours of class time per semester as required by contract.

The FS Policy Committee will communicate their interpretation via memo to the College of Education. Moving forward, the FS Policy Committee will place C90 on the October 5<sup>th</sup> meeting agenda for further discussion.

### 3. **Approval of Minutes.** Approved unanimously

4. **Updates.** Information section of the Faculty Handbook website. Professional Consultant Carol Stephens indicated that several policies within section D were moved to the information section many years ago by the Faculty Senate. When they were moved to the information section they were deemed more information and not policy. When the faculty handbook website was created, there was several information items that were moved over that are now in question. Over the course of the last six-weeks there was some discussion that a couple of these needed to be in the Faculty Handbook. For example, D75: Classroom Conduct has recently come up for discussion, and that it should be in the Faculty Handbook as policy. Stephens explained that many of the information items were brought back for now and placed in the information section until the FS Policy Committee can address them this academic year, and make a final determination on what to do with these policies.

**Action-** Carol Stephens proposed that she place D75: Classroom Conduct in the new policy format and bring it forward to the FS Policy Committee’s next meeting on October 5<sup>th</sup>.

**Action-** The Office of the University Secretary will reactivate the sub-working group consisting of the FS Policy Committee Co-Chairs and Office of the University Secretary staff to revisit the items in section D. This working group will bring their findings forward to the FS Policy Committee at a later date for further discussion and review.

Meeting with Operations to Discuss Revision of A60 and council/committee charges. Marsha Baum informed the FS Policy Committee that a request went to the FS Operations Committee

last spring to ensure that they follow through on doing the evaluation of the council structure as required by Special Rules of Order adopted by the Committee on Governance. That report was supposed to be done after the restructure a few years ago prior to the structure being approved. A Task-Force is going to be formed to finalized this evaluation of the Council structure. Marsha Baum is unaware of the timeline. In addition, decision making authority was also discussed. Moving forward, decision-making authority will be taken out of the charges since they do not actually possess it. There is one exception and that is Athletic Council which has to have decision-making authority because of its mandate.

**Action-** Marsha Baum will follow-up with Faculty Senate President Pamela Pyle to verify the status.

Meeting with Director of Office of Equal Opportunity (OEO) and Chief of Staff for University President. University Secretary Kenedi Hubbard and, FS Policy Committee Co-Chair met with the Director of OEO. The meeting occurred because they received information that OEO engaged in OMBUS like services through the Education Conference that they offer. For that reason, there was some concern because the C09: Respectful Campus Task Force had not; considered that activity of OEO. The Task Force did not have any knowledge of this therefore, should this be something to consider in the new version of C09: Respectful Campus? In the discussion with Cordova, Gauderman and Hubbard, they learned that in fact, the Educational Conferences only focus on those actions that could rise to the level of Civil Rights violations. Gauderman explained that the information she received from Policy Office Director, Pamina Deutsch, based on a conversation she had with Title IX Coordinator, Heather Cowan, was incorrect. There is no need to be concerned with OEO's Educational Conferences regarding Faculty Handbook policy C09: Respectful Campus.

The meeting with University President Chief of Staff, Amy Wohlert, went well as Gauderman and Hubbard were able to talk with her about the different levels of policy guidance within the University. The purpose of this meeting was to discuss the student grievance process in the Pathfinder and faculty Handbook. It was explained to Wohlert that the Faculty Handbook has authority over all policy manuals, including the Pathfinder with the exception of the Regents Policy Manual. The Pathfinder has been modified twice with no input from the FS Policy Committee. Gauderman explained to Wohlert that the Faculty Handbook does not update to the Pathfinder. There is a process to change the Faculty Handbook and for that reason the FS Policy Committee needed to know what kind of changes needed to be made. The other element is that in contacting Dean of Students, Nasha Torrez, it was made known that she is working on another update to the student grievance process within the Pathfinder. It is not clear what those changes are as of right now.

**Action-**A meeting will be scheduled to discuss/resolve this issue with Dean Torrez as soon as possible.

A61.7 Curricula Committee charge. Faculty Senate President Pamela Pyle submitted a request indicating the following:

“The Faculty Senate is requesting that the A61.7 Curricula Committee charge be revised and

updated removing the seat for a representative from Public Administration, since it is no longer a School, as of July 1, 2015. It is being requested that a representative from the College of Population Health be added since it was approved as a College on March 25, 2014, by the Faculty Senate and on September 11, 2015, by the Health Science Center Council. It is additionally being requested that a representative be added from the Honors College to the Committee roster, as its status as a College was approved on February 27, 2013, by the Faculty Senate.”

**Action-** A61.7 Curricula Committee charge will be discussed further at the next meeting on October 5<sup>th</sup>.

- 5. C09: Respectful Campus.** This policy was thoroughly worked on by the C09: Respectful Campus Task Force. Co-Chair Kimberly Gauderman asked for suggestions.

**Action-** C09: Respectful Campus will be discussed further at the next meeting on October 5<sup>th</sup>.

**Next Meeting:** Wednesday, October 5, 2016

**Adjourn:** 5:00pm