

Faculty Senate Policy Committee
DRAFT Meeting Notes
October 5, 2022
3pm – 4:30pm
Zoom Meeting

Members Present: Karen Armitage; Robert Cristenson; Elizabeth Elia; Eve Espey; Karen Patterson (chair); Jacob Ormsby; Min Young Ro

Ex-Officio Present: Amy Levi, Vice President for Academic Affairs, Health Sciences Center; Barbara Rodriguez, Senior Vice Provost for Academic Affairs; Vivian Valencia, University Secretary Emerita

Staff Present: Nancy Middlebrook, University Secretary; Carol Stephens, Professional Consultant, Office of the University Secretary; Caitlin Wells, Operations Specialist, Office of the University Secretary

Quorum achieved at 3:01pm and meeting was called to order by Karen Patterson.

1. Approvals

Agenda was approved. A misspelling of Carol Stephens' name was corrected and then minutes for the previous meeting were approved by committee members.

2. Updates

New Member Introductions

Members of the Committee introduced themselves.

A61.2 "Faculty Senate Curricula Committee"

Representatives from the Faculty Senate Operations Committee, Curricula Committee, and Diversity Council Curricula Committee are working on reviewing the committee charge. Office of the University Secretary will make the requested changes to the form names as minor changes under Policy A53.

C70 "Confidentiality of Faculty Records"

Policy C70 is still waiting to go before the Regents' Student Success, Teaching, and Research (SSTAR) committee. It is most likely going to be addressed at the December 2022 meeting.

Political Activities Policies: C150 "Political Activity" and C240 "Leave of Absence Incident to Political Activity"

These policies need to go to the Committee on Governance to be passed on to the Board of Regents for approval. This will happen once the current election cycle is over.

D175 "Undergraduate Student Conduct and Grievance Procedures" and D176 "Graduate and Professional Student Conduct and Grievance Procedures"

The changes to these policies were approved by the Faculty Senate Operations Committee and went into effect. The Faculty Handbook website has been updated to reflect the changes. Karen

Patterson talked to Dean of Students Nasha Torrez and will send a memo to the Compliance, Ethics, and Equal Opportunity Office requesting that there be a comprehensive review of the policies to ensure they are consistent across the board.

F100 “Teaching Load”

This policy needs to be passed on to the Committee on Governance for a vote of the full faculty. It will go on the agenda for the next meeting once that is scheduled.

3. Discussion/Action Items

Chair/Vice Chair Election

Karen Patterson was elected as Chair for the year and Karen Armitage was elected as Vice-Chair.

A53 “Development and Approval of Faculty Policies”

There was a proposal to add language to the policy clarifying that the process for removing a policy from the Faculty Handbook would follow the same procedures used to enact that policy. For example, a policy that required approval by the Board of Regents or a full faculty vote, respectively, would need those same approvals to be removed from the handbook. Carol Stephens explained how the “above the line” and “below the line” sections of each policy work, as outlined in A53. Policy Rationale, Policy Statement, and Applicability sections are usually “above the line” and require higher levels of approval (often Faculty Senate, Board of Regents, or vote of the full faculty). Other sections are “below the line” and requires lower levels of approval, such as from the Faculty Senate Policy Committee and the Faculty Senate Operations Committee, to take effect. Section B policies go through the Academic Freedom and Tenure Committee and do not go through Policy Committee.

The Committee approved the changes and because they are below the line, the policy will now go on to the Faculty Senate Operations Committee for approval.

E30 “Research Data Management Policy” and Standard E30#1 “Research Data Management”

This is a new policy and standard and the Committee is reviewing it for the first time. Rather than going through the policy line by line, Patterson requested that the Committee review the policy in advance and come with specific questions and concerns. Carol Stephens gave a background on the policy history. Representatives from the Research Policy Committee and the Office of the Vice President for Research (OVPR) have been working on a research data management policy for a few years. Stephens helped them split a longer policy draft into two parts: a policy to lay out the requirements for managing research data, and a standard laying out the guidelines and best practices. The policy document carries more weight and enforcement than the standard. She noted that because these policies are long, technical, and new, it will likely take the Committee a while to get through them.

Karen Patterson opened the discussion for comments.

Policy Rationale: No comments

Policy Statement: Amy Levi and Jacob Ormsby confirmed that the name of the research administrator for health sciences is Health Sciences Vice President for Research (HSVPR). Carol Stephens will ensure that is the term used throughout the policy.

1. *Ownership and Transfer of Research Data*: Patterson was worried that the policy put the onus on the faculty member to remain compliant with regulatory, legal, and contract issues, as many faculty are not familiar with these regulations and because anyone doing research internationally would have to deal with multiple regulatory and legal systems. She asked if faculty would have access to legal counsel or advice from the OVPR/HSVPR offices to help figure out these questions. Stephens said that Karl Benedict and Grace Faustino had offered to come back to answer any questions, and that she and Caitlin Wells could keep a list of questions that came up to pass along to them. She said that she thought there was an attorney employed in the Office of the VPR but that is something we can check on. Patterson was worried about the university having ownership over faculty research data. Amy Levi said that the Office of University Counsel has gotten outside counsel input on some of these issues, and maybe we can get an update from Brandon Toensing at the next meeting. Stephens said some of these issues might fall under E70 “Intellectual Property Policy” but that policy has also needed some updates. Elizabeth Elia also had some questions about the second paragraph. In the first sentence, Vivian Valencia proposed changing “shall grant” to “grants” to clarify the language. Patterson suggested changing “responsible” in the second sentence to “informed.”

1.1. *Student Research Data*: Patterson suggested changing “for example” in the last bullet point to “including but not limited to.” She also suggested that the final sentence of this section specify that questions be directed to the student’s department.

Anyone with suggestions or comments on the policy can always email them to Patterson, Stephens, Wells, and Middlebrook in advance of the meeting so they can consolidate them and send them out.

Work Status Table

The Committee was introduced to the Work Status Table. Stephens updates the table periodically with information about where policies are in the revision and approval processes. The Committee Priorities heading denotes policies that the Committee is working on or intends to work on soon. Stephens will add a column to the table for the latest revision date. She pointed out that the policy CXXX “Copyright for instruction materials for online courses” is related to the Committee’s current work. Patterson reminded Committee members that they are always free to suggest work on specific policies if there is something they feel strongly about. Middlebrook said that OUS staff have been going through the Faculty Handbook to identify policies that might need more work as well, and will bring those to the Committee as they come up.

The section labeled “Other Policies Under Committee Review” are policies that are being worked on by another entity that will eventually come back to Policy Committee. “Policies with Section B Taskforce” are policies in Section B or that will be moved to Section B and that fall under AF&T’s authority.

4. Adjournment

The meeting adjourned at 4:30 p.m.