

Faculty Senate Policy Committee  
Meeting Notes  
December 1, 2021  
3:15pm – 4:45pm  
Zoom Meeting

Members Present: Karen Armitage, Lee Brown (co-chair), Robert Christenson, Monika Nitsche, Jacob Ormsby, Karen Patterson (co-chair)

Members Absent: Matthew Hofer

Ex-Officio Present: Amy Levi, Vice President for Academic Affairs, HSC; Nancy Middlebrook, University Secretary; Barbara Rodriguez, Senior Vice Provost for Academic Affairs, Office of the Provost; Brandon Toensing, Associate University Counsel, Office of University Counsel; Vivian Valencia, University Secretary Emerita

Guests Present: Angela Catena, Title IX Coordinator, Office of Equal Opportunity; Elizabeth Hutchison, Associate Vice President, Division for Equity and Inclusion; Heather Jaramillo, Interim Director for Equal Opportunity, Office of Equal Opportunity

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

**Quorum achieved at 3:20pm and meeting was called to order by Karen Patterson.**

### **1. Approvals**

Discussion of D175 was added to the agenda and the agenda was approved with this alteration. The minutes from the November 3, 2021 meeting were approved without alteration.

### **2. Updates**

*A53.1 "Policies Applicable to Faculty and A53 "Development and Approval of Faculty Policies"*  
FS Operations Committee approved A53 and A53.1, and as the changes were below the line, these policies have been updated online and announced to campus. Changes to A53 allows OUS staff to make minor changes to policies to correct typos, changing office or title names, etc.

#### *C70 "Confidentiality of Faculty Records"*

Operations Committee will send the policy out for faculty comment after the new year to allow faculty enough time to review and comment on the draft.

#### *C200 "Sabbatical Leave"*

Memo has been sent to Melissa Bokovoy, chair of AF&T, with the 2015 draft of the policy (which had already gone through campus comment and revision, and then tabled by AF&T in 2015). This memo asked AF&T to review the policy and take action as needed. AF&T will review it after the new year

#### *F100 "Teaching Load" (Branch Community Colleges)*

A faculty member submitted a request to revise or remove this policy from the Faculty Handbook because almost all of the faculty who are affected by this policy are covered by the Collective Bargaining

Agreements (CBAs). There is a similar workload policy in section C related to main campus faculty (C100). Lee and Karen acknowledged this request, but since any changes to the policy need to be approved by the full faculty, this would not be a quick process, and the Committee will keep this on the radar to review later and in conjunction with C100.

#### *Memo to Committee on Governance and Carol's Updates on Policy Progress*

Several years ago, the Committee on Governance had requested that Policy Committee review and update specific policies. Carol sent along the report submitted to CoG in 2019 as well as a memo that showed what progress had been made on each policy. There were several requests that are still outstanding, largely related to updating the Regent's Policy Manual and the University Administrative Policies and Procedures Manual regarding outside employment and compensation.

### **3. Discussion and Possible Action Items**

#### *D176 "Graduate and Professional Student Conduct and Grievance Procedures"*

Angela Catena and Heather Jaramillo from the Compliance, Ethics, and Equal Opportunity Office, and Liz Hutchinson, Associate Vice President, Division for Equity and Inclusion, joined the meeting to discuss D176. D176 went out for campus comment and the Policy Committee received comments from CEEO and from Hutchinson. Most of CEEO's changes reflected changes in wording or updates to bring the policy in line with new procedures. Liz Hutchinson suggested that, since CEEO policies and procedures can change with changes to federal regulations, the Faculty Handbook policies should direct people to the CEEO's Discrimination Grievance Procedure. Carol Stephens noted that past Policy Committee members had been reluctant to remove language about appeals in order to ensure that there remained an appeals process. Stephens asked whether changes to the Discrimination Grievance Procedure are publicized to the campus. Catena and Jaramillo said that for substantial changes, like those to the appeals process, they do try to conduct a good deal of campus outreach and education so the campus community knows what is happening. The Committee decided to remove the wording in section 5.3.1 that outlines the allowable appeals and replace it with text indicating that the allowable grounds as listed in the CEEO Discrimination Grievance Procedure.

Liz Hutchinson noted that graduate students do not work with the staff ombudsperson, so references to ombuds services for staff will be removed from section 3.2.2. It was also decided that a definition of ombuds would be included in the planned Faculty Handbook glossary. She also suggested that there be some definition of conflict of interest (COI), and that there be some language that any changes to federal law will supersede the policy. After some discussion, it was determined that the references to the Discrimination Grievance Procedure would probably be enough, as that document is automatically updated as federal guidelines change. Additionally, Carol Stephens said she could clarify the approvals at the end of the policy to specify why changes were approved by the relevant bodies (i.e. above/below the line changes) and avoid future confusion.

The Committee approved the document with the changes proposed. D176 will now go to the Faculty Senate Operations Committee for approval and then to the University President for approval. Operations will next meet in January.

#### *D175 "Undergraduate Student Conduct and Grievance Procedures"*

Carol Stephens said that the changes that CEEO suggested were also applicable to D175, and she made those alterations. She also removed the appeal for HSC students to the Executive Vice President for HSC. This change brings the appeals process for HSC students in line with those for non-HSC students. All of

these changes are below the line and only require approval from FS Policy Committee and the FS Operations Committee. The Committee voted to approve changes and to send them to Operations.

**4. Action Item**

The Committee decided to have a shorter (1 hour) meeting on January 12, 2022. Lee Brown will have jury duty