

Faculty Senate Policy Committee  
Meeting Notes  
May 4, 2022  
3pm – 4:30pm  
Zoom Meeting

Members Present: Karen Armitage; Lee Brown (co-chair); Robert Christenson; Matthew Hofer; Monika Nitsche; Jacob Ormsby; Karen Patterson (co-chair); Min Young Ro

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

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

**Quorum achieved at 3:02pm and Karen Patterson called the meeting to order.**

### **1. Approvals**

Agenda and minutes from previous meeting were approved by Committee members.

### **2. Updates**

*C70 “Confidentiality of Faculty Records”*

This policy is on the agenda for the Regents’ Student Success, Teaching, and Research (SSTAR) Committee agenda for May 5, 2022. The policy was revised following the revision of C07 “Faculty Disciplinary Policy.”

*C150 “Political Activities of UNM Faculty” and C240 “Leave of Absence Incident to Political Activity”*

These policies went out to all faculty for a vote. Because the policies need at least 50 percent of faculty to vote in order to go into effect, it is possible that we will have to leave the voting period open throughout the summer. The voting is being conducted via Qualtrics for the first time, and the Office of the Secretary would like any feedback that members might have on the system. Nancy Middlebrook also requested that members email their departments to remind people to vote.

*F100 “Branch Campus Teaching Load”*

This policy is still out for campus comment. The comment period will close on May 18, 2022. There have been a few comments so far, which will be collected and passed on to the Committee when it resumes work in the fall.

### **3. Discussion/Action Items**

*Upcoming Policy Committee Chair*

Lee Brown is retiring at the end of June. Karen Patterson is willing to continue to serve at chair, but is also willing to step back if someone else would prefer to serve. Patterson will continue to serve as interim chair until the new committee is seated next fall.

*Work Status Table*

The Committee reviewed the work status table to gauge progress on current policies and determine what policies should be prioritized for work in the coming year. Carol Stephens noted that the Research Data Management Policy (tentatively E30, and there is a standard to go with the policy) is a new policy that is

not on the table, but will be coming to the Committee by early fall semester. The policy covers the full research data life cycle and is currently being brought to different groups of stakeholders for feedback.

There are also several policies related to leave that have not been updated in many years, including a faculty sick leave policy, a professional leave policy, parental leave policy, and an annual leave policy. (The current annual leave policy is separated out from the Faculty Contracts policy, which is moving to Section B.) Previous Policy Committees had believed that all of these leave policies should be looked at and updated together. Research leave is provided for in the CBAs, which is for pre-tenured tenure track faculty and allows them to work on research with fewer teaching commitments while retaining their service commitments.

The UAP consensual relationships policy is currently out for comment until May 22, 2022. Lee Brown said that he believed the Committee's plan was to create a FHB policy to address this issue once the UAP policy is enacted. Carol Stephens said that the UAP policy originally started as a FHB and there may be a draft of the policy in that format available. She also noted that the military leave policy might be a good model to work from, as this policy takes the UAP policy as its base and then adds and clarifies how the policy differs for faculty. Karen Patterson and Lee Brown supported the idea of waiting for the UAP policy to be approved and then crafting a separate FHB policy to address any issues with it.

D75 is a classroom conduct policy that was raised in conjunction with the copyright policy. Most of the classroom policies have to do with physical classrooms, and there was a discussion about updating D75 to account for virtual learning. Carol Stephens noted that there was a past concern about an administrator going into an online course without prior permission or notification, and the faculty member affected asked the Committee to review policies to clarify permissible conduct in online environments. Karen Patterson asked Stephens to update the "Summary of Recommended Action" to include this information. Lee Brown asked why D75 was listed as "for information" in the FHB. Vivian Valencia said that when the FHB was updated and put online instead of published on paper, there were several policies where it was unclear how the policy had come to be and who had final authority over it. These policies were labeled as "Information" items until their provenance could be clarified. Brown suggested that the Committee review these "Information" items and determine which should be integrated into the FHB as policies. Additionally, this policy and D175/176 were included in the FHB rather than the Pathfinder because the Pathfinder is not a policy manual, and it was important to the Committee on Governance to have protections for students enshrined in policy where any changes would have to go through the proper processes. Patterson will consult with the Committee on Governance as well as Student Affairs when the Committee addresses this and other policies.

A61.5/A63.2/A61.10/A66 (various committee charges) have been on the back burner for a while, since the revamp of the majority of the committee charges/bylaws were updated in policies a few years ago. Nancy Middlebrook will check in with FS President Finnie Coleman to see what is holding things up.

#### *A61.2 "Curriculum Committee Charge"*

There was a request to update the Curriculum Committee Charge to add an ex officio representative from the Diversity Council Curriculum Subcommittee, appointed by the Vice President for Equity and Inclusion. Lee Brown asked if the committee needed to specify that the ex officio could designate a substitute if they could not attend a meeting, and the rest of the Committee agreed that it is common for ex officio members to designate a substitute, and this might not require an explicit statement in the charge. The Committee voted to approve the change. The policy will go to the Operations Committee of the Faculty Senate for approval and then will go out for campus comment. Nancy Middlebrook will compose a memo to accompany the policy.

*Copyright for Instructional Materials*

Carol Stephens produced a very rough draft policy for Copyright of Instructional Materials and shared it with the Committee. Karen Patterson said the Committee had several options, including working on this policy themselves or passing the work off to a task force. Lee Brown asked what the phrase “capitalize on affiliation with the University” means in the context of Policy E70, which is quoted in the rough draft. Carol Stephens was not completely sure, but said this policy is intended to clarify that.

Karen Patterson suggested that a task force might be the best way to address the work that needs to go into this policy, involving people who have knowledge of both in-person/online teaching and copyright practices. Carol Stephens is happy to serve on a task force and pointed the Committee to the rules governing the creation of task forces by Faculty Senate committees. The task force must be chaired by a member of that committee, have a membership that is at least 50 percent faculty, and the committee must submit a charge and membership roster to the FS Operations Committee. Karen Patterson requested that anyone on the Committee who has suggestions for members of the task force should reach out to her, Lee Brown, or a member of OUS. There was a suggestion to contact the Center for Teaching and Learning for input as well.

*C100 “Academic Load”/C110 “Teaching Assignments”*

The Committee will circle back around to these in the fall.

#### *Retirement*

Lee Brown is retiring at the end of June. Karen Patterson asked the Committee to keep an eye out for information about a possible get-together. He will still have his salud.edu email and hopes to keep in touch.

**Meeting adjourned at 4:34pm.**