Faculty Senate Policy Committee
Meeting Notes
September 13, 2023
1:30pm – 2:30pm
Zoom Meeting

Members Present: Elizabeth Elia, Eve Espey, Meggan Gould, Michele Head, Subramanian Iyer, Jacob Ormsby, Karen Patterson, Peninah Wolpo

Ex-Officio Present: Nancy Middlebrook, University Secretary; Akshay Sood, Interim HSC Vice President for Faculty Affairs

Guests Present: Karl Benedict, Director Research Data Services, Information Technologies; Grace Faustino, Manager, Information Technology Services

Members Absent: none

Ex-Officio Absent: Barbara Rodriguez, Senior Vice President for Academic Affairs; Brandon Toensing, Office of University Counsel

Staff Present: Candace Lounsbury, Operations Specialist, Office of University Secretary; Carol Stephens, Professional Consultant, Office of University Secretary

Quorum met at 1:32 pm and meeting called to order at 1:33pm by Karen Patterson

1. **Introductions of Members**

2. **Agenda**
   Agenda was approved as written. May meeting notes were approved as written.

3. **Updates**
   C200 "Sabbatical Leave"
   Nancy Middlebrook gave a quick update that C200 is out for the 2nd comment period, which will end on September 15, 2023. Following the comment period, it will go to the Academic Freedom and Tenure Committee to incorporate comments as appropriate. AF&T will determine if the policy needs to go out for another comment period or if it will go to the faculty vote for approval. If the policy is approved, it will then go to the Board of Regents for final approval.

   C70 "Confidentiality of Faculty Records"
   This policy was approved by the Regent's committee in May 2023 and is updated on the Faculty Handbook website.

4. **Discussion/Action Items**
   Chair Elections
   Karen Patterson will be leaving on sabbatical after the fall semester, however offered to serve as chair for the fall term. A motion was made and seconded for a vote to elect Karen Patterson as chair; the vote in favor was unanimous.

Peninah Wolpo offered to serve as vice chair for the fall term, taking over the chair duties in the spring. A motion was made and seconded for a vote on Peninah Wolpo to serve as vice chair; the vote in favor was unanimous.

Meeting modality/permanent meeting time
Historically the Policy Committee meeting was held the first Wednesday of the month, from 3-4:30pm, however a new meeting time needed to be selected as many members could not make this time. Nancy Middlebrook suggested a poll be sent out to committee members to find a new time. Meetings will continue to be held over zoom.

Policy E30 "Research Data Management"
Many of the committee members are new and were not familiar with the background work that was done last year. Karl Benedict provided some history for the group including the purpose of the policy in that it intended to lay out rules and responsibilities related to research data. The accompanying standard that was also developed alongside the policy provided more specific examples and references related to research data. Policy E30 was sent out for campus comment in Spring 2023.

Carol Stephens walked new committee members through the changes made based on comments received. The committee did not have any further changes to make following the campus comments. A motion was made and seconded to approve the changes to Policy E30; the committee vote in favor was unanimous. The next step will be to send it to the Operations Committee to place on the Faculty Senate agenda. Karen Patterson will present the policy to Faculty Senate with Grace Faustino and Karl Benedict joining to provide support if needed.

Policy C80 "Faculty Dates of Duty and Office Hours"
This policy has combined C80 and C90 as well as updated language and put into the new format. The committee discussed section 2 *"Availability to Students Outside of Classroom Instruction"*, specifically the language that is in current policy denoting a minimum of three (3) hours a week be set aside for consultations with students. There was some discussion about departmental policies and the concern that three (3) hours a week is not in line with some departments. The committee agreed to keep the language regarding notifying classes of available hours and publish them in the syllabus, and the hours can either be in person or electronic; however, new language will replace the hour requirement and insert having hours in accordance with department procedures. With those changes, a motion was made and seconded. The vote was unanimously approved to move Policy C80 forward to the Faculty Senate.

Policy C215 "Paid Parental Leave Policy"
This item was not discussed due to time constraints and will be deferred to a future meeting.

A53.1 "Policies Applicable to Faculty"
This item was not discussed due to time constraints and will be deferred to a future meeting.

Meeting was adjourned at 2:34 pm.