**Committee on the Oversight of the Faculty Handbook**

Meeting Minutes

Thursday, August 20, 2020 at 3:30

 Location: Webex

https://uncp.webex.com/meet/tom.dooling

Committee Members in attendance:

Thomas Dooling (NSM Chair) (2021)

Olivia Oxendine (EDUC) (2021)

Jennifer Wells (CHS) (2022)

Rachel B. Smith (FERS Secretary) (Ex Officio)

Committee Members not in attendance:

Vacant (LETT) (2023)

Vacant (ARTS) (2023)

Emily Neff-Sharum (SBS) (2022)

Guests:

Zoe Locklear (Interim Provost)

Elizabeth Normandy (AVC for Planning and Accreditation)

1. The meeting was called to order at 3:36pm.
2. The minutes of the 3/19/20 meeting were approved as circulated
3. The agenda was adopted as circulated.
4. Tom Dooling will continue as Chair.
5. Rachel Smith volunteered to act as secretary.

V. Update on Handbook

Both the Provost and Dr. Normandy indicated that the process of updating the Faculty Handbook to incorporate any changes passed was atypical this year due to all of the Covid-related matters which had to be attended to. As a result, Dr. Normandy is nearly complete incorporating changes from last year. The Provost indicated that some of the delay was due to the paper routing forms not being sent to the Chancellor’s office immediately after business was passed and that FS Chair Mann is working on a solution to this with FS Secretary Tollefsen.

VI. Future Work

The committee members agreed to read through Section II of the Faculty Handbook, looking for sections which need update or revision particularly related to gender neutral language. Member will bring their list of proposed changes to the Sept. meeting for discussion. Dr. Normandy pointed out that when two new operating committees were added: Budget and this one, they were added to the constitution but not to the bylaws. For other committees, the bylaws list the charge of the committee and this will need to be added for the two new committees.

VII. There was no old business.

VIII. There was no new business.

IX. Announcements

 NCSU is converting to only virtual learning as of 8/24.

Next meeting: Thursday, September 17, 2020 at 3:30 PM via Webex

X. The meeting was adjourned at 3:55pm.