

## Committee on the Oversight of the Faculty Handbook

Meeting Agenda

Thursday, October 20, 2022 at 3:30pm

Location: Webex

<https://uncp.webex.com/meet/rachel.smith>

Committee Members: (Division) (End of term)

Cynthia Miecznikowski (LETT Secretary) (2023)

Vacant (ARTS) (2023)

Rachel Smith (NSM Chair) (2023)

Olivia Oxendine (EDUC) (2024)

Miranda Reiter (SBS) (2025)

Astrid Oviedo (CHS) (2022)

Mary Ann Jacobs (FERS) (Ex Officio)

- I. Call to Order
- II. Approval of minutes from September 15 meeting (Appendix A)
- III. Approval of Agenda
- IV. Chair's Report
  - a. Welcome new member
  - b. Progress on guidance from Faculty Governance on changes which need Senate approval

The Committee, through its continuous review and oversight of the Faculty Handbook, shall assure the accuracy and currency of the Faculty Handbook and maintain the document and its previous versions in a digital format accessible via the Faculty Senate's official website. The committee shall implement the acts of the Senate in the Faculty Handbook and, as necessary, edit and/or update the Faculty Handbook for consistency, accuracy, and currency. The Committee must present any such alterations to the Faculty Handbook to the Faculty Senate; with subsequent action undertaken at the pleasure of the Faculty Senate. (Faculty *Handbook*, Article VI, Section 3 (D), p.17).

Proposed addition (in Red):  
Simple deletions, errors of correctness regarding spelling, punctuation, pronoun corrections, revisions to improve syntax or updates (e.g., Department name changes or changes to position titles) need not be brought to the Senate for approval.
- V. Future Work
  - a. Gender neutral language prior to p. 83
  - b. Section II Chapter 2: Student Evaluations of Instruction (p. 83 of pdf) is where the committee left off last year.
- VI. Old Business
- VII. New Business
- IX. Announcements
- X. Adjournment

Upcoming Meetings: Thursday, November 17, 2022, 3:30 PM on Webex

## Appendix A

### **Unapproved**

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

Meeting Minutes

Thursday, September 15, 2022, at 3:30pm

Location: Webex

<https://uncp.webex.com/meet/rachel.smith>

Committee Members: (Division) (End of term)

Present:

Cynthia Miecznikowski (LETT Secretary) (2023)

Rachel Smith (NSM Chair) (2023)

Mary Ann Jacobs (FERS) (Ex Officio)

Not in attendance:

Vacant (ARTS) (2023)

Olivia Oxendine (EDUC) (2024)—absent

Miranda Reiter (SBS) (2025)—absent

Vacant (CHS) (2022)

VIII. Meeting was called to order at 3:42PM.

IX. Minutes of the August 18th meeting were approved.

X. Agenda was approved.

XI. Chair's Report

- a. Faculty senate voted on 9/7 to allow committees and subcommittees to determine their own meeting format (F2F, online or hybrid) – see new business.
- b. Call for nominations for CHS and ARTS members went out on 9/7 however they are having trouble recruiting candidates.
- c. Faculty Governance discussed but did not take any action to give guidance on which changes passed by the committee must receive Senate approval. This issue will be on the October Governance agenda.

XII. New Business

- a. Name of Faculty research committee p. 81 (via Paul Flowers email query)
  - i. Context: Current Handbook (p. 83) refers to now defunct Faculty Research and Development Committee (FRDC) as involved in grant-funding decisions:
    1. "Working with the Faculty Research and Development Committee and the Center for Sponsored Research and Programs, the Provost and Vice Chancellor for Academic Affairs should promote a healthy program of both internal and external funding for scholarly and creative work."
    2. Question: Should this Committee reference be changed to Faculty Research Advisory Board (FRAB)?
  - ii. Chair emailed Scott Hicks (Teaching and Learning Center, director), Patricia Cornette (Sponsored Research and Programs director), and Liz Normandy (Associate VC Planning and Accreditation) for clarification.

1. Liz Normandy explained that while the FRDC was charged with awarding internal grants, Sponsored Research and Programs now administers the Faculty Summer Research Grants program; the FRAB is not involved in the process of awarding grants.
2. Liz suggested simply omitting reference to a Faculty Senate Committee from this section of the Handbook as follows:  
"Working with the Center for Sponsored Research and Programs, the Provost and Vice Chancellor for Academic Affairs should promote a healthy program of both internal and external funding for scholarly and creative work."
3. The committee voted to accept the language suggested by Dr. Normandy.

b. Members voted to establish WebEx as the venue for all future meetings in AY 22-23.

XIII. Old Business

- a. Gender neutral language prior to p. 83
  - i. Members reviewed surface-level changes made up to pages 24-25.
  - ii. Members discovered new formatting issues (pp. 10-14). (Secretary volunteered to align list items on those pages before next meeting.)

IX. Announcements (none)

X. Meeting was adjourned at 4:33PM.