

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

Meeting Agenda

Thursday, January 19, 2023 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. No Minutes from November 17<sup>th</sup> meeting due to lack of quorum; Approval of the October 20<sup>th</sup> meeting Minutes (Appendix A)
- III. Approval of Agenda
- IV. Chair's Report
  - a. Still no candidates from ARTS for vacant position
  - b. Motion revising charge was passed by senate and general faculty (See Appendix B)
- V. Old Business
  - 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. New Business
  - a. Review of previously agreed upon changes to Handbook to determine if any require a vote of the Senate
- IX. Announcements
- X. Adjournment

Upcoming Meetings: Thursday, February 16, 2023, 3:30 PM on Webex

## Appendix A

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

Unapproved Meeting Minutes

Thursday, October 20, 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)

Astrid Oviedo (CHS) (2022)

Olivia Oxendine (EDUC) (2024)

Miranda Reiter (SBS) (2025)

Rachel Smith (NSM Chair) (2023)

Mary Ann Jacobs (FERS) (Ex Officio)

Vacancy: (ARTS) (2023)

VII. Meeting was called to order at 3:32PM.

VIII. Minutes from September 15 meeting were approved.

IX. Agenda was approved.

X. Chair's Report

a. Chair welcomed new member Astrid Oviedo and reviewed Committee's charge.

b. Chair reported the following clarification from Faculty Governance on which of the Committee's changes need Senate approval:

i. Original text:

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).

ii. Proposed addition below:

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.

iii. Proposed change was approved by Faculty Governance but needs Senate approval:

Will be presented at November meeting and requires two-thirds of General Faculty vote to amend Constitution (December) by January 2023.

XI. Old Business

a. The committee discussed the importance of using consistent language in reference to bodies and determined that it was not within our authority to change the Mission and Vision statements in Chapter 1.

- b. The committee discussed the use of “sex” vs. “gender” and race vs. “race” and decided to change the language in the section of Chapter 1 on The History of the University of North Carolina to:

“All the schools and universities welcome students, regardless of how they identify their gender, race, and ethnicity” rather than “All the schools and universities welcome students of both sexes and all races.”

XII. New Business

- a. Committee discussed need for a calendar of deadlines for documents, especially PEC reports and portfolios.
- b. Committee agreed to the following practices for indicating changes to the Handbook document:
  - i. Ensure that “track changes” is always on during editing. (This is automatic.)
  - ii. Use red font to indicate a proposed change and green font to indicate the proposed new text.
  - iii. Use yellow highlighting for passages that need to be reviewed by Senate committees or subcommittees before they can be updated.

IX. Announcements—none

X. Meeting was adjourned at 4:41PM.

## **Appendix B**

### Proposed Changes in the Charge of Oversight of the Faculty Handbook Committee

(Passed by the Faculty Senate on 2022.12.07 - Yea 22 - Nay 0)

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. Correction of errors in spelling, punctuation, pronouns, or syntax; small updates (e.g., department name changes or changes to position titles); and brief deletions need not be brought to the Senate for approval, as long as they make no changes to the substantive meaning of the text. A report of such minor corrections will be brought to the Senate for information and review.

(Faculty Handbook, Article VI, Section 3 (D), p.17).