

**Personnel Policies Committee (PPC) Report
For the Faculty Senate Meeting of October 16, 2019
Includes two motions**

**PPC Meeting Minutes
Wednesday, October 2, 2019
3:00 p.m., Morrison 219**

Attending: Kathy Boothe, Chaehyun Lee, Kendra Ingram, Elizabeth Ponce-Garcia, William Fridley, Rolando Diaz

- I. **Call to Order:** William Fridley called the meeting to order at 3:02 p.m.
- II. **Election of Chair:** William Fridley was re-elected as chair by acclamation.
- III. **Review Charges:** The PPC's ongoing charges were reviewed (listed below). It was agreed that these charges gave us adequate tasks to work on and that no new charges were necessary for the time being.

Ongoing Charges

1. To continue work on the Academic Policies & Procedures Manual (APPM), identifying sections that need editing, updating, or other editorial revisions, and making recommendations for needed changes.
 2. To work with the Vice President for Academic Affairs, Dr. Bryon Clark, on the archiving of previous APPMs and to improve the timeliness and functioning of the "policy on policies" (Preface to the APPM, Policy to Modify the Academic Policies and Procedures Manual).
 3. To follow up on a resolution regarding a faculty hiring prioritization process that was approved by the Faculty Senate on [December 6, 2017](#) (see III. Committee Reports, D. Executive Committee).
 4. To continue working on issues related to accelerated online programs, including faculty compensation, teaching load and scheduling, and course enrollment caps.
- IV. **Item:** Deleting outdated references to the use of a "continuation form" and the attendant outdated portions of Appendix G in the [Academic Policies and Procedures Manual \(APPM\)](#).

Fridley explained that the practice of using the *continuation form* had been superseded by the policy and practice of conducting a full annual evaluation of faculty. It was agreed that the outdated references should be deleted and a motion to that effect would be made at the October 16, 2019 FS meeting.

Motion: It is moved that the following references (marked by a strike-through) be deleted from the Academic Policies and Procedures Manual (APPM).

- (APPM, Table of Contents, Appendices, p. 7)
Appendix G – (~~includes G1 & G2~~) Faculty Development and Evaluation Summary
- Procedural Principles and Guidelines (APPM 4.4.3, point 7, p. 72)

~~7. While formal evaluations of tenured faculty are required at least each third year, formal evaluations may occur more frequently at the request of either the faculty member or the department chair. In years when a complete evaluation is not done, a continuation form will be submitted (Appendix G – Part II).~~

- V. **Item:** Consider the fate of the Insurance and Benefits Committee (IBC). Fridley explained that the IBC was formed three years ago as an extension-of-sorts of the PPC. It was listed on the website with Other Committees and Councils. The listing included the function statement, membership, and one set of minutes. The website listing was among documents removed from the new website, and the IBC has not been included in the APPM. We will consider this further in the future.

VI. New Business

1. Questions were raised about assessment procedures departmentally and university-wide. It was noted that the Institutional Assessment Committee (APPM 3.5), with Kay Daigle (Director of Assessment), and Teresa Golden Associate Vice President for Accreditation-Assessment (AVPAA) are the “go-to” sources for information and questions about assessment. It was suggested that the department (in this case Behavioral Sciences) might schedule a meeting with AVPAA Golden to discuss assessment. It was agreed that work by the PPC on university-wide assessment would not be taken up at this point.
2. A question was raised about recommending that students *drop a class*, particularly in those cases where it is mathematically impossible to pass. It was agreed that on this matter it is the responsibility of instructors to exercise their professional judgment, rather than a matter of policy. Several noted that their practice was *not to recommend a student drop*, except in rare cases. Inform students of their grades and status in the class and let them know the decision to drop the class is theirs.
3. Fridley shared a hard copy of the FS Bylaws--which have been posted on the website (the last bylaw coming in 2015)--for the PPC’s review and for incorporation in the APPM (3.3.1 Constitution of the Faculty Senate, Article VII—Bylaws, p. 31). A list of the Bylaws (as edited at the meeting) is included as an Appendix*. The PPC will continue to edit and refine the Bylaws and present a motion to add them to the constitution, at the October 16 meeting of the FS. Note: Adoption and amendment of bylaws shall be by a simple majority vote of those members of the Faculty Senate who are present. Presentation of proposed bylaws or amendments thereof shall follow the procedure for presentation of proposals detailed in Article IV of this constitution. (Article VII--Bylaws, Section B.)

- VII. Adjournment:** The meeting was adjourned at 11:58 a.m.

Respectfully submitted by William Lloyd Fridley, Ph.D., Personnel Policies Committee Chair

***Appendix—FS Bylaws (with edits recommended at the October 2 PPC meeting)**

Faculty Senate—Bylaws, Guidelines and Procedures

This is a list of motions that have been approved by the Faculty Senate (FS) to guide how the FS conducts its business. These approved motions have not been incorporated into the Academic Policies and Procedures Manual (APPM). The FS Constitution includes a section of Bylaws (APPM 3.3.1, Article VII).

This list includes the date on which each motion was approved and a hyperlink to the Minutes or relevant document from the respective meeting. The list was derived from FS Minutes and documents beginning September 14, 2011.

Bylaw (April 29, 2015)

- The Faculty Senate Archivist shall be authorized to make corrections of factual inaccuracies in documents and postings on the Senate website (e.g. the listings of FS Award winners). Such corrections and changes will be recorded and dated on a document called “Archive Corrections” that will be posted on the most recent ‘Senate Documents’ page of the FS website, and the changes will be announced at the next Faculty Senate meeting.

Bylaw ([February 25, 2015](#))

- Voting by proxy shall be allowed in the Faculty Senate. Proxies may be given either on a specific topic or be unrestricted but may last no longer than a single meeting. Notice of a proxy must be sent to the Senate Chair and the Parliamentarian prior to the start of a given meeting, and proxies do not count towards a quorum.

Bylaw ([February 4, 2015](#))

- ~~The position of the archivist will be filled for the academic year of 2015-2016 by a faculty senate election in the Spring of 2015 with the position transitioning to the 2-year at large status in the Spring of 2016.~~

Bylaw ([September 3, 2014](#))

- ~~Whenever possible, documents that relate to a proposal which requires a vote of the Senate will be broadcast to the senators at least 48 hours in advance of the meeting.~~

Guideline ([September 3, 2014](#))

- ~~The Senate makes the following guideline for the 2014-2015 year: If a Senate meeting goes longer than 90 minutes, the Parliamentarian (or Chair if the Parliamentarian is absent) will make a motion to postpone business until the next Senate meeting and adjourn.~~

Bylaw (April 23, 2014)

- ~~Faculty Senate business that would be required to presented to the senate for voting should be subjected to electronic voting only over semester breaks and in situations in which a deadline would not be met by conducting the vote at the next scheduled Faculty Senate meeting or by convening an emergency meeting. Any voting must adhere to the following:~~
- 1. ~~All Faculty Senators must be informed of the issue and provided any related support documents at least 48 hrs prior to conducting the vote.~~
- 2. ~~The voting period must be stated in advance and last at least 24 hours.~~
- 3. ~~A successful vote will require a majority of the currently sitting senators (either in the affirmative or the negative).~~
- 4. ~~All votes must be confirmed by the chair and at least one additional member of the executive committee.~~
- 5. ~~The results of any voting and the details of the voting methodology should be presented at first faculty senate meeting following the vote. Replace with:~~

Faculty Senate Voting:

- Faculty senators must be informed, in writing, of issues or proposals that require a senate vote at least 48 hours, in advance, when possible. Supporting documentation should also be provided, if possible.
- Electronic voting for Faculty Senate business should only occur over semester breaks, including summer, or in situations where a deadline would not be met by conducting the vote at the next scheduled meeting, or by convening an emergency meeting.
 - Electronic votes should be announced 24 hours in advance.
 - Affirmative majority of a quorum, rather than the affirmative majority of the entire membership, may complete a successful vote.
 - Votes must be confirmed by the chair and one additional member of the executive committee.
 - All details of voting, results, and methodology should be presented the next time the senate convenes.

The following are recommended best practices:

- In recognition of the value of debate, when possible documents should be available at a common site and a discussion board or similar mechanism made available for senators to debate the issue.
- The discussion should be collected and archived in the same manner as other Faculty Senate business.

Bylaw (November 6, 2013)

- ~~If a committee brings an actionable item to the Faculty Senate it should be presented in writing; and that this process be included in the Bylaws. And, that the Motion in writing be submitted 24 hours before the Senate Meeting.~~

Bylaw (May 1, 2013)

- Once a quorum is established to convene a meeting, official business (but not votes) may continue to be transacted in the absence of a quorum. In case a quorum is lost, the chair may elect to continue or to adjourn. (Check if this has been added to the APPM)

Procedure (April 17, 2013)

- ~~• All nominations for Faculty Senate awards receive an electronic confirmation and that there be an option for the nominator to opt-out of receiving such a confirmation.~~

Procedure (May 2, 2012)

- Allow the Executive Committee to act on behalf of the Faculty Senate during the summer months with the provision that any substantive decision be required to have an e-mailed vote of the Senate, in accord with the *Faculty Senate Voting Bylaw* (include the bylaw number). ~~with the requirement that the vote have a quorum of 12 members. Any action not meeting a quorum vote will be delayed until the Fall.~~
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Motion: It is moved that the following Bylaws and Procedures be added to the Academic Policies and Procedures Manual 3.3, Article VII—Bylaws, as:

Section C—Bylaws and Procedures (added by the Faculty Senate, October, 2019)

1. Faculty Senate Voting:
 - Faculty senators must be informed, in writing, of issues or proposals that require a senate vote at least 48 hours, in advance, when possible. Supporting documentation should also be provided, if possible.
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- The discussion should be collected and archived in the same manner as other Faculty Senate business.

2. Voting by proxy shall be allowed in the Faculty Senate. Proxies may be given either on a specific topic or be unrestricted but may last no longer than a single meeting. Notice of a proxy must be sent to the Senate Chair and the Parliamentarian prior to the start of a given meeting, and proxies do not count towards a quorum. (February 25, 2015)
3. If a Senate meeting goes longer than 90 minutes, the Parliamentarian (or Chair if the Parliamentarian is absent) will make a motion to postpone business until the next Senate meeting and adjourn. (September 3, 2014)
4. Once a quorum is established to convene a meeting, official business (but not votes) may continue to be transacted in the absence of a quorum. In case a quorum is lost, the chair may elect to continue or to adjourn. (May 1, 2013)
5. Allow the Executive Committee to act on behalf of the Faculty Senate during the summer months with the provision that any substantive decision be required to have an e-mailed vote of the Senate, in accord with the Faculty Senate Voting Bylaw. (May 2, 2012)
6. The Faculty Senate Archivist shall be authorized to make corrections of factual inaccuracies in documents and postings on the Senate website (e.g. the listings of FS Award winners). Such corrections and changes will be recorded and dated on a document called "Archive Corrections" that will be posted on the most recent 'Senate Documents' page of the FS website, and the changes will be announced at the next Faculty Senate meeting. (April 29, 2015)