Minutes

10 October 2011

Attending

 Jim Braun, Chair. Richard Pearce-Moses, recorder. Kara Mullen, Keisha Tassie, Victoria Foster, Muhammad Rahman. Robert Vaughan, Office of the Provost.

1. Approval of the minutes

- Moved and seconded, unanimously.

2. Acknowledgement of email vote of 3 October 2011

- Note: Votes for electronic meetings should go to the entire group.

3. Mary Lamb’s proposal to address domestic partner benefits

- Jim feels it’s outside the purview of FAC. Jim will talk to the Provost.

- Suggestion to have Faculty Senate pass a resolution voicing support.

4. Section 207

207.01

- Learning Support Center should be changed to Center for Academic Success throughout.

- If an instructor substitutes an online class for a face-to-face, does that represent a leave? Discussion suggests virtual presence is sufficient for a class meeting if the instructor is authorized to use technology. If an exceptional use of virtual technology, department head should be notified.

- Using virtual to replace face-to-face office hours might not be acceptable. (Postpone.)

Motion:

 When a faculty member must be absent from class for any reason, he or she is responsible for notifying the department head or coordinator as soon as practical and for making proper arrangements for classes.

 Passes with one abstention.

207.01.1

- VP for Fiscal Affairs is no longer her title – all occurrences

- Is Travel Authorization Form the correct name (all occurrences). Is there such a form, should it be standardized across the campus? Concern that we’re adding a third form. Do forms match AP’s web FAQ site need to be updated with forms’ names. Can they be merged?

- Paragraph 3 doesn’t match FAQ in Accounts Payable. Just point to AP’s website

- Is ‘practicable’ a word?

- Hold passage until questions answered.

207.01.2

- Strike redundant sentence is second paragraph after BOR policy.

A physician’s statement or other evidence may also be required, in other circumstances, by the supervisor or Director of Human Resources and Services.

- Human Resources – delete “and Services” throughout

207.01.2.1

- Redundant language with 207.01.10 Family Leave.

- Delete this section and renumber sections.

- Change to 207.01.10 from Family Leave to Pregnancy and Family Leave.

- Delete space in number:

For at least 1,250 hours during the 12-month period immediately preceding the commencement of such leave.

207.01.2.2

- Antiquated language that references forms rather than ADP. Revise as follows

 All absence from class or other officially scheduled activity must be reported within a week. Please note that sick leave must be reported even if a colleague “covers” the class or if the time is “made up” through an alternate assignment or meeting time.

207.01.2.3

- Concern that docking someone a specified number of hours is harsh, especially if it’s more than the number of hours actually missed (e.g., missing an hour for a doctor’s appointment). Missing a one-hour class and being docked eight hours.

- Committee wishes to revisit this section so that there’s time to consider how to address the issues fairly and with accountability.