Bylaws Meeting 4/22/15 4:00pm-5:00pm

Attendance:
Out going committee: Deanna Caveny-Noecker, Susan Divine, Todd McNerney, Yiorgos Vassilandonakis, Pearson Hoak
In-coming committee: Jason Vance (Chair), Jannette Finch (Secretary), Jennifer Baker

Deanna addressed the new committee and let them know some of the issues that are currently on the table and those new issues that need to be tackled.

Current issues:
- Institutional policy for consensual relations needs to be created and simply referenced in the FAM
- Current consensual relations policy in the FAM should be removed and replaced with this reference
- The role of the Grievance Committee needs to be better defined as well as the hearing processes
- Discrimination continuity
- Sections of the FAM that are on the policy website need to come off of the policy website and instead the FAM itself will be provided in a link at the bottom of the policy website

Deanna then explained the charge of the committee to the new members. She let them know that it was their job to maintain the FAM from the faculty perspective and to provide notices of intent to the faculty on changes. She also let them know that the committee only controls the bylaws portion and not the administrative side. Lastly she let them know that while the Provost can make changes without bylaws committee approval, it is his obligation to tell them of any changes being made.

The meeting ended with voting for the Chair and Secretary of the new committee.

Jason Vance volunteered to be Chair and Jannette Finch volunteered to be the Secretary.
April 15, 2015 Bylaws Meeting:

4 pm

In attendance: Todd McNerney, Mike Duvall, Rick Heldrich (late), Susan Divine, Deana Caveny-Noecker, Katie Walker, Pearson Hoak

Forgot to put Notice of Intent to change the adjunct section of the FAM before senate, so Rick will email it all senators to see if there are any negative responses, if there are, we will pull those changes and let next year’s committee deal with it (there were issues, it will be passed forward)

Discussed shared governance and how to make clear each committees charge
  - Todd will ask committees to review their charges and to get with ByLaws if there needs to be a discussion about clarification

Consensual Relationships: not ready for this year (no discussion)

Deans and Schools:
  - Professional studies not mentioned in FAM
  - Deans with Faculty vs. Deans with none
  - Define Deans and Schools/Graduate School

Reapportionment:
  - This should be automatic and done on a yearly basis
  - The roster count should be completed by October in order to present the apportionment findings to the nominations and elections committee before the spring semester
  - Announcement of any reapportionment should be given at the first senate meeting of the spring semester (made as a standing January agenda item)

Meeting Adjourned at 5 pm
March 25th, 2015

In attendance: Rick Heldrich, Susan Divine, Katie Walker, Todd McNerney, Mike Duvall, Yiorgos Vassilandonakis, Deanna Caveny-Noecker, Pearson Hoak

Started at 4:10

General discussion on unresolved items:

Distinguished Professor Awards: ambiguity in language between visiting and faculty. Taken to board because of State bonus cap. Perhaps institute separate staff advising award?

Need a separate manual for staff, remove staff stuff from FAM.

Grievance/Hearing are upcoming issue

Evaluation of deans upcoming issue

Suggest that ABD not earning degree not reduce rank to instructor.

Old business:

• Notice of intent to change Graduate Faculty as presented. Motion Passed.
• Honorary Rank Proposal: Provost had indicated in earlier discussions that there’s a cap, or cost analysis in how many are elected. We agreed with principle of motion, voted to send to Senate

Deanna informed us of ongoing proposals not to be handled at this moment.

Sub committee formations to investigate FAM language on Dean’s and consensual relationship issues.

Dean’s sub-committee: Todd, Deanna, Yiorgos, Pearson (chair: Yiorgos)

Consensual relationships sub-committee: Mike, Katie, Deanna, Susan (chair: Susan).

Proposal about Senator reapportionments (Todd)

Move to adjourn at 5:40
March 18th By-Laws Committee meeting minutes

- In attendance: Rick Heldrich, Susan Divine, Katie Walker, Todd McNerney, Mike Duvall, Yiorgos Vassilandonakis, Deanna Caveny-Noecker, Pearson Hoak
- Meeting started at 4:05

Old Business:

- 2/25 minutes approved
- Revision of Graduate Faculty Entry: Deanna will decide what intent is and give to Amy and Graduate Faculty. Decided to send to Welfare and Graduate Education Committees to check and then send to Senate.

  Questions raised: Does one need to be Graduate faculty to: direct programs, serve on grad council, supervise for academic credit, chair /serve on academic internships/externships, supervise thesis research?
  Capture intent of each faculty type as mandatory and include in preamble. Do they use same language in describing duties on 2nd, 3rd page, if different why?

  Rick will ask Dean McCandless these questions and we will revisit at next meeting.

- Adjunct Lecturer Proposal: Reviewed revisions. Deanna thinks it is ready to go to Senate, after informing Welfare committee.

  Deanna alerted committee of new business potentially coming in. Post tenure evaluations, annual evaluations,

New Business:

- No new business.
- Meeting Adjourned at 5:10 pm
Round up from Jan. 28th Meeting of By Laws

In Attendance: Mike Duvall, Deanna Caveny-Noecker, Katie Walker, and Rick Heldrich
Meeting started at 4 pm

Started by acknowledging that no formal committee work could be conducted, too many folks out (escorting faculty hire candidate, sick, working on play); but we would take the opportunity to comment on thoughts regarding pending items coming our way.

On FAM language regarding special titles for Adjuncts and courtesy appointments: No agreement on best term for what are current proposed to be Adjunct Lecturer and Adjunct Senior Lecturer. Some concern that “Lecturer” is a bit too old school, lots of college instruction avoids tradition lecturing; but no thoughts on any solid alternative. Generally agreed that use of instructor (Adjunct instructor) or professor (Adjunct professor) not ideal solutions. Wondered (hoped) that maybe the use of Adjunct Senior Lecturer might entail some sort of salary bump over Adjunct Lecturer title. Wondered if perhaps discussion of courtesy titles like “Adjunct Associate Professor” would be better treated as independent issue from Adjunct Senior Lecturer. Courtesy titles do not imply employment, but do offer privileges to institutional resources, and they do give the opportunity to enhance the collective academic stature of the institution by giving acknowledged affiliation with community professionals/experts. Some discussion that use of Affiliate Associate Professor, might be preferred to Adjunct Associate Professor to avoid confusion; and perhaps more clearly differentiate titles of employment from those that do not involve employment. Especially important if courtesy appointments carry a time limit of several years duration, whereas active teaching temporary employment is by semester only.

On FAM language regarding Faculty Awards. After discussion we seemed to conclude that it might be better to keep the section under IX. Faculty Awards, limited to faculty with regular status. Might want to separate out any staff awards to staff relevant policy statements, but not in FAM (Advising Award). Put VAP teaching award consideration into distinguished adjunct faculty teaching award, essentially lumping all temporary faculty into one category, and permanent faculty into another. We generally preferred affording Provost greater authority/freedom to construct selection committees, and recommend something like: “ad hoc” committee appointed by the Provost of at least five members, to include at lest two past recipients of the award. We did not think that award winners were the only faculty members capable of recognizing excellence, akin to current policy of having Associate Professors serve on T&P committee to make recommendations on promotions to full Professor; but we did think some representation from past winners was appropriate. Thought in service award, that it might be necessary to specify that only an administrator holding faulty rank would be eligible to receive faculty awards, but since awards are open to all regular faculty, including
administrators that hold faculty rank, not sure any mention of administrators needs to be made.

On Faculty Welfare proposal regarding Dean evaluations: We supported the notion that the Provost meets with Welfare to get a better sense of the specific objectives of the proposal, rather than trying to wordsmith the currently proposed language. We thought that some of the currently proposed language might be too prescriptive, too focused on process. We were not sure trustees should be encouraged to participate in reviews at this level, the role of the board seems to come in at a higher level, especially if a review might end up as part of a Grievance or Hearing. We did think having school boards or foundation was input was a good idea. No objection to faculty input, but we are not sure how much direct knowledge most faculty will have about a dean’s job performance, but we liked getting input from other deans and chairs that serve under a dean. We hoped that while dean evaluation is under review, that dean section could be updated to better describe and categorize all new deans.

On Policy Issues: Katie will explore with Brian and Deanna the possibility of removing the individual sections of the FAM from their current location on the policy website. Our concern is that policy be removed from FAM to extent possible, that only policy of peculiar interest to faculty appear in FAM, and that however FAM is linked to Policy matters outside FAM that faculty get relevant policy information needed.

On Grievance/Hearing Committee: Thought Katie might want to get update from Kathryn. As far as we knew issues were centered over streamlining and clarifying process (including conduct of hearings); bring FAM into compliance with any relevant state or federal laws; afford faculty on a committee involved in any mediation process formal mediation training; clarifying differences between role of Grievance and Hearing; examination of possible merger of the two committees.

Warning About Upcoming Issues:
- Issues related to Graduate faculty
- Attempts to limit FAM to Faculty rank and file, put staff things in separate document or location
- Updates to FAM for release in early August after faculty votes on senate approved motions

Meeting adjourned at 6 pm
In attendance:
Todd McNerney
Deanna Caveny-Noecker
Kathryn Bender
Michael Duvall
Frederick Heldrich
Yiorgos Vassilandonakis
Visiting two faculty members (Accounting):
   Roxane DeLaurell
   Roger Daniels

August and October Meeting minutes approved

Disability objections at Senate meeting

Issues raised; as chair and faculty issues with SNAP office that “directed student that faculty has to accommodate”

Deanna: build a procedure for resolution without that level of detail in the FAM.

Proposition to mention in FAM that there are additional provisions
   Protect faculty rights in the classroom.

Suggestion to include language in FAM that suggests student needs to communicate with instructor.

   Deanna: we recognized that there’s no written understanding on conflict resolution in case dissonance arises, and we recognize that this version of FAM cannot address this. Future plans to address this. Our intent was not to worsen situation.
   Fundamental difference in faculty working with the student position.

Why keep student from talking to prof.

   Denna: student is not in position to advocate for themselves when being graded by faculty.

Accounting and Legal dept: taping lecture issues.

   Bender: we’re looking at big picture, not in detail. We need to work on recording agreement and prof accommodation letter. Define process to remedy when need be.

   Faculty member: Need to identify a recording to everyone present.
FAM is not a procedure manual. We will write a sentence to acknowledge that this is an academic decision to be included in the academic process to resolve.

Deanna: policies across different manual outlining processes need to be in accordance with each other. Our needs to allow them to function. FAM not a policy document.

Faculty member: faculty privacy and copyright issues, need to know our rights.

Rich: This is not the place. Faculty Welfare Committee, motion.

Deanna: CDP is part of Student affairs, not Academic Affairs, which is problematic, if we believe it’s an academic matter. FAM needs to reflect if this is considered outside of academic affairs.

Rick: it cannot rely with the student, faculty (directly involved) or CDP.

Todd: add to C: “the following Responsibilities foster a collaborative approach in arriving at reasonable accommodations in the context of Academic programs. As stated above, accommodations may not be unduly burdensome or fundamentally alter the nature of the academic program”.

Kathryn: Intent: the changes will clarify the respective responsibilities of College, Student and instructor in collaboratively determining and providing reasonable accommodations for qualified student with disabilities.

Kathryn’s changes incorporated into document.

4. add: “eg. Providing appropriate notification to the instructor.”
5. “communicate concerns…”

Responsibility of the instructor:
Suggestions:
2. “be familiar with the availability of disability services at the College. “
3. “...CDS/SNAP administrator, and where appropriate, including the student, with the goal of reaching an agreed-to reasonable accommodation”

not reached a decision on final draft. We will continue this on our next meeting.

College responsibilities:
Possibility of introducing: “It is the responsibility of SNAP to...”

Todd suggested we included this as part of Faculty responsibilities to students.
FAM/Bylaws Meeting Minutes, 10-23-2014
SSMB Rm 300, started at 5:05 pm

Deanna Caveny-Noecker
Todd Mc Nerney
Frederick Heldrich
Kathryn Bender
Susan Divine

(1) Update Revised minutes of 8/28
Passed out minutes of 9/18 to be looked over (one grammatical mistake: (4):
wend=> when

(2) Both motions to the Senate re Adjunct representation passed.

(3) Student with disabilities issue.
College responsibilities, “determine reasonable accommodations”. College or
center for disability? Facilitate, determine and provide. Serena Rossato
suggested that “College responsibilities” is a weak statement. They propose to
switch back to “determine and provide”. Who gets to do that? College or Center?
Prefered to say the College has this authority. College determines and provides.

Suggest: The College will determine and provide reasonable accommodation.
Change appropriate to reasonable accommodation in #2 of Responsibility of
Faculty
New bullet: promptly raise concerns...
Refer to CDS instead of SNAP consistently.
#3: remove “approved by CDS” with “recommended by CDS”
#4: take out “administrator”

College: #5: resolve concerns (remove “students”), “related to accommodations
requests”.
#3: determine and provide (take out “facilitate”)

1st paragraph: add: [referred to throughout as “reasonable accommodation] at
the end of sentence before last.
Heading: Replace “Obligations” with “Responsibilities”.
Strike out “Graduate School” throughout.

Motion for changes approved.

(4) Academic Standards on Excused Absences
Deanna ’s suggestions discussed.
Add: “... such as intercollegiate academic or athletic team competition, or academic program sanctioned research presentation or artistic performance, evidenced by a letter from an athletic director, a department chair or a dean”.

#9, 2nd page, after “commitment” insert: “Students are required to submit documentation from the appropriate college authority”.

(5) Motion to change FAM on assessment of institutional effectiveness.

B 1: put back in: ..in compliance with the requirements of the SCCHE and ..”
Rick will contact them for clarification, and come back to us.

(6) Notice regarding Probable work on Graduate faculty and FAM
(7) distribution of Faculty Newsletter: suggestions to change to “may” and “as appropriate”. Take away “printed” in all language (agenda, notices etc.)
Motion to strike “printed” from all language: Motion passed.

(8) Adjourn at 6:57
Minutes of By-Laws committee, Thursday, September 18th, 2014

In attendance: Mike Duvall, Todd McNerney, Deana Caveny-Noecker, Susan Divine, Rick Heldrich

Meeting started a little late at about 5:10 because of room issues (we moved to SSMB 109)

(1) Corrections for minutes of August 28th meeting were suggested. It was agreed that those corrections would be sent to Yiorgos, and the minutes of Aug, 28th would await approval until our Oct. 23rd meeting. (RH will forward Bender suggestion, others asked to contact Yiorgos about their suggestions)

(2) NOTICE OF INTENT regarding FAM changes for faculty interactions with students with excused absences was approved without objection and will be sent for consideration by senate at the October meeting. (While preparing these minutes, RH picked up an error he made in presenting this issue to the committee. Academic Standards had been asked to weigh-in, but will not do so until Sept 19th. So RH suggested to By Laws in follow up email on Sept 19th that the NOTICE only be sent to the senate if approved by Academic Standards, otherwise further consideration by By-Laws committee will be necessary.)

(3) Adjunct Motion 2, approved by Welfare in email with one suggestion, was reviewed. New wording on timing of service was presented by RH was discussed and approved. Change suggested by Welfare was accepted: Motion 2a, Article V, Section B- to add the words "to serve on a committee" to the end of the statement. Changes suggested by Kathryn Bender were accepted: in Motion 2b, V 3 A - to change "an" to "a" and to insert ", school or College" after departmental; and in Motion 3c, V 3 B 3 b (3) to remove space between work and load.

(4) Adjunct Motion 1, approved by Welfare in email, was reviewed. New wording on timing of service was presented by RH was discussed and approved. Change suggested by Kathryn Bender was discussed. It was agreed to modify Motion 1c, Article IV, Section 2, A by switching parenthetical descriptions of library consideration as a school (at beginning of first sentence after school, with wend of last sentence after schools) and to use lower case l in library in both places.

(5) It was agreed without objection to forward both Motions as revised to the senate for debate and vote. It was suggested that if senate rules allowed, perhaps the debate could be held at one meeting of the senate and a vote could occur at a following meeting.

(6) Reviewed NOTICE OF INTENT regarding FAM changes for faculty interaction with students with disabilities. It was agreed to alter this INTENT by inserting "within" so that C. 4. reads "request an accommodation within a reasonable time in advance ... ". It was then agreed that the corrected INTENT be sent by RH to those who came up with the original change (D. Mihal, S. Russotto, L. Ford, J Cabot, D. Caveny-Noecker) and that we would
ask that group to suggest to the Speaker what faculty committee they thought would be best suited to review and endorse the changes prior to sending this to the senate.

(7) Mike Duvall brought up an item for consideration as future new business. New faculty hires and recruits are not presently given clear guidance on how Disability Services serves faculty. The information is there, in the HR department and website, HR houses the campus-wide ADA compliance office (see http://policy.cofc.edu/documents/9.1.11.pdf), and the College compliance with ADA is part of the standard compliance line that goes out with every faculty hire advertisement, but there is no clarifying language in the FAM to point faculty or recruits needing or deserving accommodation in the correct direction. This was put forth as a point of concern for committee members to think about, not as a clear call for action at this time.

(8) Meeting was adjourned at about 6:15 pm.
Thursday, August 28, 2014
Meeting Minutes

In attendance:
Todd McNerney
Deanna Caveny-Noecker
Kathryn Bender
Michael Duvall
Frederick Heldrich
Suzan Alexander
Susan Divine

• Old Business:

FAM changes over summer, concerning senior instructors renewal review schedule, annual evaluations and post-tenure review. Went before the Senate in April. In June we received them, and conceived electronically. These will be included in the new FAM.

• Caveny-Noecker Pending Issues:

Class attendance language change:
Student Affairs and Athletics: Change in student athletes attendance policy. Committee had issues with the language of the proposal. Committee had a problem with the wording: “reasonable accommodation” Suggestion: Academic Standards Committee need to see it again. Deanna suggested we return it to the committee that wrote it, with a request to modify the language, and then to the Senate for an endorsement vote. It can then be included in the following FAM update.

FAM. VIII:
Section 9: 1st paragraph, last sentence: sharpen language: “Instructors will recognize as excused absences in which students are official representatives...”

Send to Student Affairs and Athletic Committee, then a notice to faculty through the Speaker of the Faculty.

Post in Faculty Senate webpage: notification of possible policy change.

Kathryn Bender motion to change: . 152, -C
Responsibility of the student to:
1. ...academic and technical standards
4. ...within a reasonable time

It is the responsibility of the instructor to:

2. “...provide or administer...” (instead of “and”)

2. ....; at the end of #3

3. Section 4, responsibility of the College:
3. determine replace with facilitate, determine and provide. Still up for debate.

Bender: this facilitates the determination and provision of reasonable accommodation.

Caveny-Noecker: Send it to people that worked on it with a deadline of a week to make changes.

- Adjunct Representation:

Send to Working group at Bylaws and Welfare committees,. Welfare will take this and vote next Wednesday, and come back to us.

Bender proposed change:
Motion 2a art. V, General Regulations, B.: “... as an instructor of record.” End paragraph there. Remove rest.

Also, take ourt “August 15th”, replace with "beginning of their contract"

Kathryn Bender will update policy website

It'll go through the Faculty Hearing Committee and then come back to us this semester.

Caveny-Noecker has a list of FAM things to go through Faculty Hearing and Grievance committees. After Grievance, they come back to us, then go to the Senate.

- New Business: None

- Dates of committee meetings is set to Thursdays at 5.

- Adjourn.