

Rules Committee Meeting Minutes from March 8, 2021

Called to order: Zoom

In attendance: Lisa Kay, Renee Causey-Upton, Michelle Grempe, and Rachel Bishop-Ross

Absent: Todd Gooch

Guests: Associate Provost Wies and Haley Norberg, Director of Policy Development

Committee Chair: Lisa Kay

Committee Secretary: Renee Causey-Upton

Minutes for 3-8-21: Approved 4/26/2021

Discussion Items:

1. Meeting called to order. Senator Grempe made a motion to approve the minutes and this was seconded by Senator Bishop-Ross. February minutes approved by vote.
2. Senator Kay has contacted Faculty Senate Subcommittee chairs regarding updating their internal procedures. No committees have responded with any changes.
3. Discussed internal procedures for Rules Committee. Determined that the statement below currently listed for April, needs to be moved to fall. Senator Kay will send this revision forward to Pauletta King.
 - a. Request that all Faculty Senate committees send changes to Rules Committee each year for updates.
4. Senator Kay provided background information regarding historical changes to the definition of Faculty-at-Large in the Faculty Handbook. Discussion included concerns with including adjunct faculty in the Faculty-at-Large designation due to the 10% criteria needed to trigger a vote and the intended audience for completing tasks such as evaluating the President and who is/should be included in university policies. Senator Kay discussed concerns that altering the definition of Faculty-at-Large could impact policies and this is why the committee contacted Associate Provost Wies and Haley Norberg, Director of Policy Development. Wies and Norberg stated that there could be impacts at the large policy level as well as other levels such as departmental guidelines and handbooks. Discussion continued regarding the need to focus on official policies at this time that reference definitions of faculty from the Faculty Handbook. Norberg advised that the location for the current policies is through the Policy website, as using a general search for a policy through the ECU website may pull up older policies that have not yet been removed. Norberg clarified that if a policy refers to faculty with no further details, this typically means all faculty but that the definition should be included in detail within the policy itself. Wies and Norberg will review official policies to revise to ensure that these are not linked to the Faculty Handbook. Wies recommends contacting John Dixon regarding definitions of faculty and also referenced the Terms of Appointment contract form for employment. Wies also discussed how Faculty-at-Large can be even broader in some circumstances to meet the definition of faculty per the Department of Education. Rules Committee will focus on revising the definitions of Faculty-at-Large and other faculty designations in the Faculty Handbook separately from policy designations.
5. IT Committee received recommendations from the Rules Committee regarding procedures for continued use of Google Forms for when Faculty Senate meetings return to in-person. IT Committee is discussing maintaining a voting list of all faculty senators, with additions of alternates when applicable, until after Faculty Senate meetings end and then removing actions/votes from individuals who did not respond that they were present at the beginning of the meeting. This may impact Faculty Senators who arrive late to a meeting. Rules Committee discussed issues that may occur with late in-person attendance and current plans for continued voting through Google Forms. This may be addressed by having the Faculty Senator notify a particular person, such as the IT committee chair, of their late arrival so they will be able to vote on items remaining in the meeting after they arrive. Senator Kay would like clarification regarding how late arrival has been addressed in the past for in-person voting as well as during current Faculty Senate meetings through Zoom.

Pending Charges and Actions:

1. Senator Kay will contact Pauletta King regarding how late arrivals to Faculty Senate meetings have been managed in the past for voting.
2. Senator Kay will contact John Dixon regarding definitions of faculty.

Meeting Adjourned