

**Faculty Senate
Rules Committee Minutes**

Date: October 30, 2023

Location: Zoom at <https://eku.zoom.us/j/92746467107?pwd=bjhjaTBYakdjZUk3RnIDS3NXWnZKdz09>.

Call to Order:

The meeting was called to order at 3:33 p.m. by Senator Bishop-Ross.

Attendance:

Senators Rachel Bishop-Ross, Melissa Dieckmann, Marie Manning, Laura Rowe, and Curtis Streetman were in attendance.

Approval of Minutes:

Senator Streetman moved to approve the minutes, Senator Dieckmann seconded. Minutes were approved.

Report from Committee Chair:

Senator Bishop-Ross has emailed all the chairs of the Senate committees regarding changes to their internal procedures. Chairs are asked to submit any changes to the committee to 1/1/24.

Budget and Welfare committees were contacted regarding their roles with respect to the soon-to-be-renamed Section VII of the Faculty Handbook. Senator Manning (Welfare) is keeping notes on their process and procedures for completing those tasks, and Senator Lauk (Budget) has indicated that he will be in touch soon.

Unfinished Business:

With regards to the creation of an online Faculty Handbook, Legal has added the necessary policies and regulations, and Dr. Rusty Carpenter has agreed to write an introductory paragraph for the entry webpage for this document. The Executive Committee has asked us focus on developing a list of resources for faculty that should be added to the handbook and to review the language of the handbook to remove words like "shall" that are outdated language.

List of Resources for the Online Faculty Handbook

The committee brainstormed the following resources for the online faculty handbook (organized alphabetically as much as possible):

- Classroom observation requests (FCT&L)
- CAA/current curriculum forms
- External links
 - AAUP
 - COSFL
 - CPE
 - KTRS
 - United Campus Workers (is this a good idea given the climate with higher education?)
 - VALIC and other retirement services
- A list of faculty opportunities (e.g., awards)
- Faculty Flipbook (see discussion in next paragraph)
- Faculty Senate
- Link to forms page (is it still forms.eku.edu?)
- HR (do we want to highlight specific services of HR?)
- Jaggaer
- A list of mini-grants all unified in one space
- Noel Studio/FCT&L (is Noel the student-facing and FCT&L the faculty-facing portions of the same unit?)
- OIE link
- One button studio (FCT&L)
- Registrar
- Sponsored Research

- Student referral forms
- Link to travel policies (HR/Jaggaer)
- Tuition Waiver

The committee has recommended a faculty version of the Student Flipbook. This idea came from the First Year Think Tank, and it is intended to be a one-stop resource for student help/resources. The Loop had an online version of a “faculty flipbook” in the past, and the intention is that it would be replaced by Slate. The committee has recommended that AP Jeremy Mulholland be involved with developing the faculty flipbook. The developers of the student flipbook included Gill Hunter, Starr Wentzel, Cassie Bradley, and Matt Schumacher.

The committee questioned if the links associated with these resources would be changed/lost as the university updates the website. In our current update and switch to WordPress, many of the links are broken so that when faculty attempt to find resources, they are unable to do so.

Handbook Language

Senator Bishop-Ross indicated that Senate Chair Kay intends to review the faculty handbook to suggest language changes that can be brought to this committee. Senator Dieckmann suggested that given the important role that Senate Chair Kay plays in the functioning of the Senate, this task should not be a priority unless she wishes for a break from the harder and more substantive work of Senate Chair. Senator Dieckmann volunteered to review the language in the handbook and bring possible revisions to the committee.

Next Meeting:

The next meeting will be on Monday, November 13, 3:30-4:30 p.m. via Zoom:

<https://eku.zoom.us/j/98344919665?pwd=SDB3VDNTbkkveDBpMWFYdFhSZWNHQT0>. New business at the next meeting will include setting the meeting schedule for the spring semester.

Adjournment:

The meeting was adjourned by Senator Bishop-Ross at 4:10 p.m.