CALL TO ORDER – 3:00PM

I. Invited Guests
   A. Dr. Brian May, President
   B. Dr. Don Topliff, Provost and VP for Academic Affairs – (present)
   C. Dr. Javier Flores, VP for Student Affairs and Enrollment Management
   D. Christopher Houston, Staff Senate President
   E. Austin Habecker, Student Senate President – (present)
   F. Dr. Kinsey Hansen and Dr. Gina Shipley (research survey announcement) – (present)
      1. IRB study of all students regarding basic needs insecurity (food, housing)

II. Approval of Minutes from Previous Meeting
   - Motion to approve as amended, seconded, passed

III. Standing Committee Reports
   A. Academic Affairs (Dr. Mark Hama) – no report
   B. Bylaws and Standing Rules (Dr. Andrew Siefker) – no report
   C. University Affairs (Mr. Mike Burnett) – OP06.16 (Sick Leave) – no action to take on the OP
   D. Student Affairs (Dr. David Faught) – no report
   E. External Affairs (Dr. Matt Shipes) - no report
   F. Committee on Committees (Dr. Rozie McCabe) – no report

IV. Unfinished Business
   A. Faculty Responsibilities and Duties (OP 6.14)
1. Work is still in progress, no action taken today

B. Bookstore Ad Hoc Committee Update
   1. Survey being created for faculty to be deployed in spring
   2. Bookstore has some proposals for faculty
      a) E.g. bookstore fee based on class hours per semester that includes all text
         materials for that semester

C. Workload Calculation (OP 06.02) – University Affairs is working on language (hasn’t met since
   last senate meeting). Should have action item in January.

D. Tenure and Promotion Revision Process Update (OPs 6.23 and 6.28)
   1. Faculty Select Committee has been created
      a) Archer College of Health & Human Services Dr. Parker, KIN & Dr. Braziel,
         NURS
      b) College of Arts & Humanities, Dr. Glassford, HIS & Dr. Hama, EML
      c) College of Education, Dr. Solomon T.ED & Dr. Self, C&I
      d) College of Science & Engineering, Dr. Wallace, PHYS/GEO & Dr. Apronti
      e) Norris College of Business, Dr. Moody, MM & Dr. Maraef, ACCOUNT

V. New Business
   A. Syllabus Issues
      1. OP 6.14
      2. Compliance – as faculty we should work towards compliance of the OP and
         Accessibility issues
      3. Strategies for Implementation
         a) 3 colleges have templates deployed
         b) College of Education – piloting software (Concourse) in the spring for syllabus
            creation
         c) Currently with the Colleges for syllabus statements, under purview of the Dean
            & the college Instructional Designers
         d) ASU is using a program called ALLY to check Blackboard and other content if
            courses are in compliance (by a percentage). ASU is approximately 73% in compliance.
            (1) Anything put on Blackboard should be in compliance (handouts, power
            points, etc…)

VI. Roundtable
   - Concern over accessibility compliance of scanned documents on Blackboard
   - Violations of Student Handbook code of honor (plagiarism) – could we develop a new procedure
     where Student Affairs Office links reports of students (cross departments/courses) together to assist
     with options
   - P/VPAA – meetings in January (emailed today to faculty) will address issues to educate faculty on
     Title IX, BIT, Student Handbook, and others
     o Can these presentations be recorded and distributed?
   - Reminder that faculty are mandatory reporter of issues (Title IX, BIT, etc…)
   - Update on drops/withdrawal committee (working to become official standing committee, 5 faculty, 1
     dean, 1 representative from the Registrar, 1 representative from Financial Aid, 1 professional advisor
     from Freshman College)
     o Could drop/withdrawal email be sent also to advisor and chair
- Express gratitude to Dr. Swets to chairing the committee
  - Leave Reporting – are faculty required to report leave (sick/vacation) on Ramport?
    - PVPAA – yes
  - Once classes with Labs were split into 2 courses (lecture/lab), if a course is taught mandatory concurrent does it count as 1 or 2 drops?
    - PVPAA – that can be fixed with registrar
  - Student email SPAM (concern from students that they get a lot of emails and ignore important ones due to the amount)
  - How do we ensure that the student work (mainly in an online course) is actually the student?
  - Student Senate President – IT Student Workers – level of disrespect from Fac/Staff at times. Please remind departments that they are student workers primarily at the initial call

VII. Adjournment – 4:37pm