

Faculty Handbook Committee Minutes

October 9, 2023

3:00 p.m. – 5:00 p.m., Joseph Greene Hall (JGH) 245

Chair: Lindsay Wright

Historian: Allisa Beck

Present: Alan Thompson, Megan Marlow, Lorraine Stuart, Edgar Simpson, Danilo Mezzadri, Melinda McLelland, Lindsay Wright, Allisa Beck, Trent Gould, Subrina Cooper.

1. Adopt agenda: There were no changes or additions. The agenda was adopted as is.
2. Approve minutes: Minutes were approved with no corrections.
3. Officer reports
 - a. Teams: Lindsay Wright said that a document folder for the year and one folder for each meeting has been created and filed in the Committee's Teams page. Other documents are also in the Teams folder, including a flowchart for the Proposal Phase (according to the bylaws). The possibility of committee members reaching their faculty by sending out an introductory letter at the beginning of the year was discussed. A motion was made to send out the letter to the colleges and to the coast. There was a question about adding/changing the wording as needed for individuals sending it out and for each college. Also, would there be an option of reaching out to faculty as needed with proposals that come up was available. Lindsay also said that revising the bylaws should be revisited sometime during the fall semester. Some changes to the proposed letter were suggested: Thanks, invite e-mailing, listing meeting times, and inviting them to attend. Lindsay Wright will ask the provost office to send.
4. Old Business: None
5. New Business
 - a. 3.3.3. Financial Conflict of Interest Disclosure: (First time using track changes for the proposal). There were a few minor changes just as a 'matter of housekeeping'. A motion was made to accept the changes and forward the document. The vote was unanimous in favor, no opposed.
 - b. 3.3.4. Scholarly Misconduct: A motion made to accept the change. The vote was unanimous in favor, no opposed. There was some discussion about the phrase addressing 'biosafety...', such as-- is this statement departmental policy? Second vote: Unanimous in favor.
 - c. 2.6. Emeritus Faculty: Compared what was on the provost's website with this proposal: There are two differences—Two types spelled out on website version. Paragraph two was changed to show criteria needed (including adding librarian criteria). The last change was added information on serving on committees, library and computer privileges, and retaining e-mail accounts. One question about the proposal: Do we want to include the entire paragraph of the process? Spell it out? Question: Where does this proposal fit in the flowchart? It doesn't, because there are substantial changes being proposed. It should be tabled. There was a motion to table the proposal. The vote was unanimous in favor of tabling.

6. Good of the order

Next Meeting: November 13, 2023, 3:00 p.m.

Group One (September 2021 – August 2024), 2024-2027, 2027-2030

Present: Voting, Elected Member of Faculty from the College of Arts and Sciences – **Alan Thompson** (2021-2024)

Present: Voting, Elected Member of Faculty from the College of Nursing and Health Professions – **Megan Marlowe** (2021-2024)

Present: Voting, Elected Member of Faculty from the University Libraries – **Lorraine Stuart** (2021-2024)

Present: Voting, Elected member from the Council of Directors – **Edgar Simpson** (2021-2024)

Present: Voting, Member of the Faculty Senate (Senate Appointed) – **Danilo Mezzadri** (2021-2024)

Group Two (September 2022 – August 2025), 2022-2025, 2025-2028, 2028-2031

Present: Voting, Elected Member of Faculty from the College of Business and Economic Development – **Melinda McLelland** (2022-2025)

Present: Voting, Elected Member of Faculty from the College of Education and Human Sciences – **Lindsay Wright** (2022-2025)

Present: Voting, At-Large Member of the Gulf Coast Faculty – **Allisa Beck** (2022-2025)

Present: Voting Elected member from Dean – **Dean Trent Gould** (2022-2025)

Present: Non-voting Ex-officio the University Counsel: **Subrina Cooper** (2022-2025)

Gallery Attendance:

Holder