FACULTY WELFARE COMMITTEE
April 30, 2014
MINUTES

Members Present: Bownas, Burgett, Erskine, Franklin, Gardiner, Glen, Lugur, Merrill, Temkin, Wacker.
Member(s) Absent: Anderson, Bovaird-Abbo, Daehnke, Straw.
Guest(s): None.

Call to Order
The meeting was called to order at 3:30 p.m.

Approval of the agenda/April 2, 2104 minutes
The agenda was approved without objection.
The April 2, 2014 minutes were approved unanimously.

Chair’s Report/Announcements: No report.

Special Orders
Nominations/Election of Chair/Vice Chair for 14-15AY
Chair Temkin opened up the floor for nominations for Chair. Temkin nominated Schuttler, and noted that Schuttler has verbally accepted. Nominations were closed. Schuttler was elected Chair by acclamation.
Chair Temkin opened up the floor for nominations for Vice Chair. Gardiner nominated Temkin for Vice Chair. Temkin accepted the nomination. Nominations were closed. Temkin was elected Vice Chair by acclamation.

Unfinished Business
Annual/Biennial Review
The Committee discussed the additional amendment proposals to 3-3-801(2) Comprehensive Review as presented by Temkin (clarification of comprehensive review procedures).
   MOTION: Accept all policy amendment proposals to 1-1-307, 2-3-801, 3-3-801 and present to the Faculty Senate on May 5, 2014: Gardiner.
   SECOND: Franklin.
   VOTE: The motion passed unanimously.

Curriculum Approval Process and Form
The Committee discussed the Curriculum Review Form amendment proposals, University Regulations language that was referenced on the form, who signs the area for “Originating Unit Curriculum Committee”, the responsibilities of the Director/Chair, and whether or not there should be additional items on the checklist for “Office of the Registrar”. The Committee also discussed how catalog language is being referenced and verified (Wacker will consult with Couch). The Committee also discussed additional form changes, University Regulations language changes, and timelines for implementation of the revised form. The Committee agreed to continue discussion during the fall 2014 semester.
   MOTION: Postpone discussion of Curriculum Review Form revisions until the first meeting of the fall 2014 semester: Gardiner.
   SECOND: Merrill.
   VOTE: The motion passed unanimously.

Evaluation, Promotion, and Tenure
The Committee agreed to charge Temkin with drafting policy language over the summer.

Annual Timeline for Comprehensive Reviews: Topic postponed until the fall 2014 semester.

Procedure for Recusal in Tenure Decision: Topic postponed until the fall 2014 semester.

New Business

Other New Business
Disability Support Services Procedures (Gardiner)
Gardiner inquired about changes in DSS delivery/pickup services, noting that the service previously picked up exams, and she was recently instructed to fax or email the information, and would like clarification of the current and future policies/procedures.
Student Privacy Regulations (Luger)
Luger inquired about student privacy regulations and attendance tracking (e.g. documenting last date of attendance in a lecture class where a sign-up sheet is not allowed due to privacy restrictions). The Committee discussed various methods of tracking student attendance, and agreed that it is more difficult in lecture classes.

Online Course Proctoring (Erskine)
Erskine inquired about the implementation of a proctoring system for online courses/independent studies, and outlined a system that has been researched by NHS (ProctorU). The Committee discussed the cost of the system, who pays for the system (part of online course fee?), and the affect that the absence of online proctoring has had on internship acceptance. The Committee asked Wacker to contact York (ES) regarding this.

Adjournment
The meeting adjourned at 4:27 p.m.

Jack Temkin
Chair

Lori Riley
Recording Secretary