Below are the minutes of the November 24, 2014 Faculty Senate meeting. The next meeting will be held on Monday, December 8, 2014 at 4:00 p.m. in the UC Council Room with the following agenda:

AGENDA FOR THE DECEMBER 8, 2014 SENATE MEETING
1. Call to Order
2. Approval of the Agenda
3. Approval of the November 24, 2014 minutes
4. Chair’s Report
5. Administrative Reports: President’s Office, Provost’s Office, Board of Trustees
6. Staff Council Reports: Professional Administrative Staff Council, Classified Staff Council
7. Standing Committee Reports: Academic Policies, Codification, Elections, Faculty Welfare, Salary Equity
8. Student Senate Report
9. Special Reports
10. Special Orders
11. Unfinished Business
   Academic Policies Committee Motion: Part 5 Curriculum (Major Motion)
12. New Business
   Faculty Welfare Committee Motion: Procedure for Requesting Recusal
13. Comments to the Good of the Order
14. Adjournment

MINUTES OF THE NOVEMBER 24, 2014 SENATE MEETING
Absent member(s) with alternate(s): Barnhart (Berg), Desjardins (Bovaird-Abbo), Eastin (Jares), Merrill (Dietz).
Absent member(s): Bownas, Clark/Zimmerman, Creasy, Ellerby, Keaten, Schaffer, Straw, Thompson, Wiegand.
Guest(s): Smith.

Call to Order
The meeting was called to order at 4:00 p.m.

Approval of the Agenda/Approval of the November 10, 2014 minutes
The agenda was amended to remove “Codification Committee Motion: Discrimination Complaint Procedures” from New Business and add “Helping Hands” to New Business. The amended agenda was approved without objection.
The November 10, 2014 minutes were approved unanimously.

Chair’s Report
Temkin noted that Senate approval to co-sponsor “Helping Hands” with CSC and PASC will be discussed during New Business today.

Administrative Reports
President’s Office (Reynolds for Norton)

- The Holiday Party has been moved to December 11, 2014—an update will be emailed to employees tomorrow.
- Reynolds updated Senate members on the State funding projection (3.7 million).

Academic Affairs/Provost’s Report (Wacker)

- Wacker outlined information that she presented to the Board of Trustees on November 14, 2014: highlights of the fall 2014 enrollments census, overview of enrollment efforts for fall 2015; an overview of relationships with three universities and a high school in China to create paths for their students to attend UNC, and updates on the Innovation @ UNC projects.

Board of Trustees (Iyer)

- Iyer outlined additional Board of Trustee meeting agenda items from November 14, 2014: Naming of renovated spaces: Bank of Colorado Arena at Butler-Hancock Athletic Center, Colorado Insurance and Business Education Foundation Collaboration Lounge. Senate Action 1058 was approved-(2-3-901) Promotion Guidelines.
- Additional BOT meeting information is available in UNC Today (11/19/14 edition).

PASC (Kallsen)

- Kallsen outlined the goals of the CSC/PASC Helping Hand project (a joint project to find and assist UNC employees who could use some extra help this holiday season).

CSC (Ellerby): No report.

Standing Committee Reports

Academic Policies Committee (Landeira)

- Discussion will continue on the APC motion: Part 5 Curriculum, under Unfinished Business. Spring semester topics include the Student Code of Conduct and Major/Minor credits.

Codification Committee (Dietz)

- The Committee will present a motion under New Business: Part 5 Curriculum. The Committee plans to present a draft of the Discrimination Complaint Procedures at the December 8, 2014 Senate meeting.

Elections Committee (Merrill): No report.

Faculty Welfare Committee (Schuttler)

- The Committee will present a motion under New Business: 2-3-901(4) Promotion of Instructors. The Committee continues to amend the Course Form to align with the University’s Curriculum procedures, and will continue to discuss the Evaluation, Promotion, and Tenure policies.

Salary Equity Committee (Luger): No report.

Student Senate (Eastin): No report.

Special Report(s)

Special Order(s)

Unfinished Business

Academic Policies Committee Motion: Part 5 Curriculum (Major Motion)

**MAJOR MOTION:** The Academic Policies Committee recommends approval of the highlighted revisions to Part 5 Curriculum of the Board Policy Manual to clarify course outline requirements.

Part 5 Curriculum.

*2-3-501 Course Outline and Goals.*

For the mutual benefit and protection of students and faculty, every faculty member is obligated to share in writing with students early in the term before the drop/add period:

1. the course objectives/outcomes,
2. the general strategy, topics, subject matter, materials and tasks to be employed to meet those objectives/outcomes,
3. a list of tentative deadlines for accomplishment of assigned tasks. Lead time commensurate with the task should must be provided.
4. the method, assessment criteria, and weight to be applied to each criterion assignment in determining overall final grade.
Landeira noted that the Academic Policies Committee would like to amend the original motion to change “objectives/outcomes” to “objectives and outcomes”.

*MOTION 2*: The Codification Committee would like to substitute their motion (Delete Part 5 Curriculum-New Business) for the Academic Policies Committee motion to amend Part 5 Curriculum.

*DISCUSSION*: Dietz outlined Section 2-3-402 Teaching Responsibilities, noting the overlapping areas contained in Part 5 Curriculum. Landeira noted that the Academic Policies Committee has discussed amendments to 2-3-402 as well, but would like to see Part 5 remain in the Board Policy Manual, as it specifically addresses curriculum standards and outlines syllabus requirements. Dietz reminded Senate members that amendments to Title 1 and 2 require Board approval, but an addition or amendment to Title 3 could be approved by the President.

*MOTION*: Table the motion(s) and allow the Academic Policies Committee to continue discussion on amendments to Teaching Responsibilities and Part 5 Curriculum. Consider how Part 4 and Part 5 could be combined: Luger.

*SECOND*: Landeira.

*DISCUSSION*: Senate members agreed that the sections should be reviewed as a whole, that APC should consider how (Article 3) Part 4 and 5 go together, and that the discussion should continue as soon as possible, so that amendments can be presented in time to allow placement in the University Regulations and/or the Board Policy Manual in a timely manner. Landeira noted that the Academic Policies Committee will resume discussion and present amendment proposals at the December 8, 2014 or January 21, 2015 Senate meeting. Senate members also discussed HLC requirements and what the site visit team will look for regarding syllabi, course descriptions, assessment, and learning outcomes. Wilson outlined her experience as a site visit team member and reiterated the importance of well defined syllabi and course outline requirements, and the importance of policy placement before the site visit in March.

*VOTE on postponement of motions regarding Part 5 Curriculum and 2-3-402 Teaching Responsibilities*: The motion passed with a hand vote of 16-7, 1 abstention.

**Faculty Welfare Committee Motion: 2-3-901(4) Promotion of Instructors**

*MOTION*: The Faculty Welfare Committee recommends approval of the highlighted amendments to delete Section 2-3-901(4) Promotion of Instructors and to renumber remaining sections appropriately.

*DISCUSSION*: Temkin outlined the rationale for the motion to correct an oversight from the changes made to the definition of the rank of Instructor. As it stands, the definition is inconsistent with that adopted by the Senate and approved by the Administration and the Board of Trustees in the 2012-2013 academic year. (See also Senate Actions 1035 Contract-Renewable Rank Proposal and 1058 Promotion Guidelines).

*2-3-901(4) Promotion of Instructors.*

The rank of instructor is reserved for contract-renewable faculty not holding professorial rank who have contractual duties in the area of scholarly and other professional activities [See 2-3-301 Academic Ranks]. Instructors shall be eligible for consideration for promotion to the professorial ranks— in sequence (Assistant Professor, Associate Professor, and Professor). Such a promotion shall not require the subsequent use of a tenure-track contract [See 3-3-201(1)(a) Consideration and Conditions for Conversion to Tenure-Track].

*VOTE*: The motion passed with a hand vote of 21-1, 2 abstentions.

**New Business**

**Codification Committee Motion: Part 5 Curriculum**

See Unfinished Business: *Motion #2.*

**Helping Hand Co-Sponsor**

*MOTION*: Co-sponsor the Helping Hand project with the Classified Staff Council and the Professional Administrative Staff Council.

*VOTE*: The motion passed unanimously.

**Comments to the Good of the Order**

**Adjournment**

The meeting adjourned at 4:43 p.m.
**UPCOMING SENATE & SENATE COMMITTEE MEETINGS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Committee</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-December 1, 2014</td>
<td>Salary Equity Committee</td>
<td>UC-Aspen C</td>
<td>3:00-4:00 p.m.</td>
</tr>
<tr>
<td>Monday-December 1, 2014</td>
<td>Senate Executive Committee</td>
<td>UC-Aspen C</td>
<td>4:00-5:30 p.m.</td>
</tr>
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<td>Wednesday- December 3, 2014</td>
<td>Faculty Welfare Committee</td>
<td>UC-Aspen A</td>
<td>3:30-5:00 p.m.</td>
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<td>Thursday- December 4, 2014</td>
<td>Codification Committee</td>
<td>UC-Aspen A</td>
<td>3:00-4:30 p.m.</td>
</tr>
<tr>
<td>Monday- December 8, 2014</td>
<td>Academic Policies Committee</td>
<td>UC-Council Room</td>
<td>3:00-4:00 p.m.</td>
</tr>
<tr>
<td>Monday- December 8, 2014</td>
<td>Faculty Senate</td>
<td>UC-Council Room</td>
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