

## Minutes of meeting of the Governance Council - September 19

### 1. Minutes

- There are no questions or concerns about how we take or use minutes.
- Volunteer for today's meeting minutes.

### 2. Vacant spots on council committees

- Committee chairs or member positions are appointed but not indicated who initiated these appointments. The process of appointment is not clear.
- Committee report
  - The document committee has worked on reviewing changes in Faculty Handbook. Some changes are completed and updated. Some changes are made but not updated in the FH. For example, there are new notation changes in chapters 8 and 10 of the FH, but no further status is noted. There are questions about what happened to changes coming from the document committee. A flowchart to clarify the review process is suggested.
  - Dawn Bratsch-Prince suggests a note summarizing new changes in the FH from the Faculty Senate to the Provost, deans, and chairs at the end of each semester. FH is usually updated in January. Spring changes will be made in July FH. Senators usually share new changes within each department individually. However, practices can be inconsistent across departments. It would be informative to have an update on changes each semester.

### 3. Virtual meeting and procedure

- The task force will make further changes to the draft, in which the virtual meeting procedure will be addressed as a procedure issue. The governance Council should expect to review a new draft with more changes on substitutes, the role of attendance, etc.

### 4. Rank only title

- The adoption of Workday to students may affect the use of the title "instructor" for the rank only title. Student teachers such as graduate or PhD students need to have an academic appointment in Workday in order to have access to work day. They might use the instructor title. It is questionable whether we can use the proposed "instructor" title for the rank only title.
- There is a lack of guidance on who determines the qualification of teaching and what process to use to validate the eligibility. A list of minimum qualifications for teaching was developed by each discipline.
- For the current appointed rank only title positions, use the "lecturer" title.
- People with a PhD or terminal degree may not be happy with the "instructor" title.

- It is a code or tag problem for Workday access. There is no academic appointment for student teachers. It would be considered differently from the rank only title issue. Suggested using “instructor of record” for the tag in Workday.
  - We still need to develop guidance and process to assign the rank only title to P&S staff who teach classes.
5. Brainstorm Topics
- Personnel files
    - There are no personnel files. Workday has digital records. All records are housed in different locations. Provost, HR, colleges, and chairs hold some documents.
    - The Provost's office has guidance on what documents are included in the personal record and where documents are housed. A letter from the chair or coaching note is not in the faculty personnel record. The guidance is shared with faculty but not with the general public.
    - Any request for personnel files should be sought from the Provost's office. The Provost's office will collect files from different locations.
  - We will continue the discussion on other topics in the next meeting

The meeting adjourned.