

Approved (Chambers/Gallatin, 6-0-0)

Faculty Affairs Committee

Minutes

September 28, 2017

Attendees: L. Eberman (Chair), R. Guell (Vice Chair), J. Nelson (Secretary), H. E. Gallatin, M. Chambers, N. Goswami, Stofferahn (Ex-Officio), Powers (Ex-Officio)

Absent: A. Arrington-Bey

Guest: L. Spence

1. Adopt the Agenda
2. Approve Minutes from 9/14/2017
 - a. Motion to approve (Chambers/Gallatin, 5-0-0)
3. Chair/V. Chair Report
 - a. Recent motions slightly revised by Faculty Senate Executive Committee and successfully passed Senate. (R. Guell)
 - b. In reference to “new document review,” we will wait until spring to review any new Department and College Promotion, Tenure, and Retention documents. (L. Eberman)
 - c. Biennial Review process. Please seek feedback from your colleagues on any issues related to the process, as we will be collecting data on the process upon completion. (L. Eberman)
4. PTOC Report (R. Guell)
 - a. Susan Frye serving as Vice Chair.
 - b. Revised approach to evaluating current documents.
 - c. Sub-committee to review 5 department documents to assess validity of the tool. Then report back to PTOC to review the remaining documents.
5. Academic Affairs Liaison Report (S. Powers)
 - a. Provided clarification regarding a biennial review question for promotion to Associate Professor.
6. Faculty Senate Executive Committee Liaison Report (S. Stofferahn)
 - a. Two temporary faculty liaison individuals were chosen. Selectee should be forthcoming
 - b. Pearson Vue document was floated to all university committees chairs.
7. Temporary faculty Liaison Report (<5 min)
 - a. Pending

8. Charge #10 – Revisions to Section 900 of the University Handbook (L. Spence)
 - a. Document attached. L. Spence reported OIT need to update policies. Many web based policies have already been into revision with key players with legal consultation with K. Butwin. Changes were also made in conjunction with M. Licari and now disseminating to faculty governance. 2011 was date policies were developed and placed into handbook. Environmental influences have impacted need for changes, elimination of polices or just name changes, additional changes to improve security stance (L. Spence).
 - b. Social Media Policy and Incident Response new policies.
 - c. Discussion that document of best practices needed and guidelines for repercussions for violating policies (R. Guell).
 - d. Standards or procedures may be a better way to approach this to help with disseminating important information. When someone violates a policy, OIT completes an incident response, shuts down data, and if there was a failure to follow policy a memo is created to the individual's supervisor. Violation gets filed with OIT, Dean's office and Provost's office/HR (L. Spence).
 - e. Make sure procedure is following handbook 570, personal file copy (R. Guell).
 - f. Phishing scam victims may be required to take additional training. New proposed incident response policy will require staff/faculty to report incidents immediately. Failure to do so can result in further repercussions (L. Spence).
 - g. Side by side of proposed changes to policies and older version. Document will be created and sent out by 10/12, discussion to follow 10/19 and hopeful approval by end of October (L. Eberman).
 - h. Further discussion regarding proposed social media policy concerns and impact of faculty/student relationships, ISU protection from person identity (N. Goswani).
 - i. New email domain, students have access to "busy" calendar, concerns for this process voiced (M. Chambers). Training and information coming (L. Spence).
9. Charge #12 – Investigate how program administration and/or chair duties are being evaluated in the tenure, promotion, and retention process.
 - a. Tabled
10. Adjourn
 - a. 0900