2022 Annual Report

Faculty Senate Policy Committee (FSPC)

This is the annual report of the Faculty Senate Policy Committee for the Fall 2021 and Spring 2022 semesters.

Membership

Current FSPC members include Randall Harlow (chair), Megan Balong (co-vice chair), Thomas Hesse (co-vice chair and FSPC liaison to the Faculty Senate Leadership Council), Nick Bailey, Francis Degnin, Gretchen Gould, Charles Holcombe, and Ali Tabei.

During the academic year the committee lost two members (Jian Lee and Steve O’Kane) and gained two members (Gould and Tabei).

The committee believes that additional members are needed given the amount of work necessary to fulfill the FSPC’s charge.

Meeting Dates

The FSPC usually met on the second Monday of each month during the academic year: September 13, October 11, November 8, December 13, February 14, March 7, and April 11.

The minutes for each meeting are attached.

Accomplishments

The FSPC considered and worked on a variety of policies over the course of the academic year. A handful of other policies were briefly discussed and then tabled for another time. The committee was also asked to give input on draft policies created by other entities. Below is a list of the committee’s main accomplishments.

1. Coordinated a consultation over a document created by the Faculty Advancement Committee that addresses faculty evaluation and advancement in an era of COVID-19. The consultation took place with the full Faculty Senate on January 24, 2022.

2. Assisted Faculty Chair Jim Mattingly with the creation of a new policy that establishes the legitimacy and role of the Faculty Constitution. The policy was voted on and approved by the full Faculty Senate on April 25, 2022.

3. Revised and updated 10.08 University of Northern Iowa Policy on Intellectual Property Rights for Online Courses. The policy was voted on and approved by the full Faculty Senate on April 25, 2022.

4. Assisted the administration with the expansion of the UNI Outstanding Teaching Award to include contingent faculty.

5. Assisted United Faculty with the creation of a new award for contingent faculty.

6. Continued revising and updating 13.13 Policy on Scholarly Misconduct and the related Procedures for Responding of Allegations of Scholarly Misconduct.

7. Continued revising and updating 3.01 Student Academic Ethics.

Ongoing Projects

In all likelihood, completing 13.13 Policy on Scholarly Misconduct and the related Procedures for Responding to Allegations of Scholarly Misconduct will be the main tasks for Fall 2022 and Spring 2023. A major rewrite of 3.01 Student Academic Ethics may also be in the works.

The Faculty Senate Policy Committee welcomes additional suggestions.

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**Faculty Senate Policy Committee**

**Meeting Minutes**

**September 13, 2021 3:30 - 4:37 PM**

In attendance (a quorum was present): Megan Balong, Francis Degnin, Randall Harlow, Tom Hesse, Charles Holcombe, Steve O’Kane

Called to order at 3:30 PM

**Current business**

* Francis Degnin led an overview of the committee’s charge and provenance.
* Randall Harlow provided a synopsis of where the EPC left off on policies reviewed and submitted to the Faculty Senate the previous Spring.
* Present members solicited nominations for committee chair. Randall Harlow was the only member who accepted a nomination and was ultimately elected as chair.
* Francis Degnin and Tom Hesse discussed what issues they wished to see addressed by the committee (see Pending business, below)

**Pending business**

* Elect Vice Chair. This should be someone with sound knowledge of Senate procedures.
* Create a document summarizing this committee’s charge (Hesse)
* Inscribe into the Faculty Handbook or UNI Policies new guidelines and procedures pertaining to faculty evaluation and promotion in times of COVID or other public health emergencies, as presented by the Faculty Advancement Committee (Hesse)
* Review EPC revisions to [(10.08) Policy on Intellectual Property Rights](https://docs.google.com/document/d/1j2jox1FgNQaTiPAVzdXtOGYQA5FSr5SwMBIP-V62DqE/edit?usp=sharing). First, solicit feedback from Jim Mattingly regarding why the EPC revised policy was not submitted to the Faculty Senate.
* [3.01 Student Academic Ethics Policy](https://drive.google.com/file/d/1dK06VjTJVvVY0qY39Umey7jvpYIWhdyS/view?usp=sharing) (under review): add religious/cultural accommodation language and consider deception in the violation severity rubric (Degnin)
* (policy number?) Faculty academic misconduct: been in limbo due to dispute between administration and UF. What is the status now?
* [10.08 Online Learning intellectual Property Rights](https://drive.google.com/file/d/1uT76txu0T4RiYtJYKfNWeJEkcy3VXa6i/view?usp=sharing) (under review). Changes approved by EPC in April. Why was it not sent to Faculty Senate?
* New Policy establishing legitimacy and role of Faculty Constitution (Degnin)
* [13.02 Discrimination, Harassment and Sexual Misconduct](https://policies.uni.edu/sites/default/files/13.02.pdf). Having all faculty as mandatory reporter status (for adult students) is potentially problematic. (Hesse)
* [3.06 Class Attendance and Make Up Work](https://policies.uni.edu/306). Faculty should be allowed to request written verification for any absence? (Hesse)

**Other matters**

Adjourned at 4:37 pm

Respectfully submitted by Randall Harlow,

Chair of the Faculty Senate Policy Committee

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**Faculty Senate Policy Committee**

**Meeting Minutes**

**October 11, 2021 3:30 - 4:30 PM**

Present: Francis Degnin, Nick Bailey, Megan Balong, Thomas Hesse, Charles Holcombe

Meeting was called to order at 3:30.

1. It was decided to split the duties of the Vice Chair into two, with Thomas Hesse attending Senate Leadership Council meetings on behalf of the Committee on the third Mondays of each month (or the Monday prior to full Senate meetings), and Megan Balong hosting Policy Committee meetings on those occasions when the Chair cannot be present, and also attending to any other Vice Chair duties.

2. Because two slightly different versions of our committee’s charge already exist (“Exhibit 5: Summary of Senate Committee Charters,” posted on Google Drive by Jim Mattingly on Aug 9, 2021, and “Charter of the Senate Policy Committee,” posted on Google Drive by Jim Mattingly on Oct 4, 2021), it was decided that we did not need to draft a new committee charge at this time. We will, however, review the charge and consider possible changes before our annual report, which is to be filed by senate petition by May 1.

3. It was proposed, and agreed to, that a nonvoting representative of United Faculty should be invited to attend future meetings, and that we might also consider including additional at large committee members (perhaps chosen by Faculty Senate or elected) up to a total of perhaps 8 Committee members.

**It was further suggested that if Chair Randall Harlow agrees with the idea of inviting a nonvoting UF attendee, we would ask him to reach out to Becky Hawbaker for that purpose**.

4. We attempted to triage the eight items of business currently under consideration, with a view towards tackling the most urgent, and/or easiest, first.

1. Regarding the new guidelines and procedures pertaining to faculty evaluation and promotion in times of COVID already drafted by the Faculty Advancement Committee, it was proposed to potentially discuss at the next Senate Leadership Council meeting the possibility of inviting Faculty Advancement Committee representatives to present their ideas to a future meeting of the full Faculty Senate—with an eye towards possible inclusion in the Faculty Handbook or UNI Policies.
2. Highest priority for Policy Committee action was assigned to drafting a new policy establishing the legitimacy and role of the Faculty Constitution. Nick Bailey volunteered to begin work on this, with reference to the similar existing policy regarding the Faculty Handbook.
3. The policy regarding Online Learning Intellectual Property Rights (10.08) will be our second priority. This is chiefly a matter of deciding whether we want to accept or fight the rather brief two-year right of first refusal clause.
4. Regarding Class Attendance and Makeup Work (3.06), Thomas Hesse volunteered to draft policy language to show to the committee.
5. Other business items will be updated at future meetings. Specifically:

* Regarding the Faculty Academic Misconduct Policy (13.13), it was agreed to table this matter until we have an update from UF. Has the ongoing case been resolved, and can we now move forward?
* It was determined that, if we move forward with adding language about religious/cultural accommodations to the Student Academics Ethics Policy (3.01), we should first consult with the Faculty Senate DEI Committee and the President’s DEI Committee (there was some uncertainty about the latter’s formal title).
* Work on the policy regarding Discrimination, Harassment, and Sexual Misconduct (13.02) will be reserved for later, owing to the complexity of the issues involved.
* Proposed revision of 6.03 Academic Dean Recruitment/Appointments relating to search committee composition will also be taken up later.

Meeting adjourned at 4:30 (but it was noted that these meetings normally can be expected to run until 5:00)

Respectfully submitted,

Charles Holcombe, temporary acting Vice Chair

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**Faculty Senate Policy Committee**

**Meeting Minutes**

**November 8, 2021 3:30 - 5:01 PM**

In attendance (a quorum was present): Nicholas Bailey, Francis Degnin, Randall Harlow, Tom Hesse, Charles Holcombe

Called to order at 3:30 PM

* New COVID guidelines based on Faculty Advancement Committee
  + Revised guidelines shared by John Vallentine with full faculty on Oct. 27th
* Non-voting consultants: The committee will invite as needed non-voting consultants for input on specific policy revisions, including Gayl Rhineberger-Dunn, Provost’s administrative fellow, and Beck Hawbaker or another representative from United Faculty.
* New policy establishing legitimacy and role of the Faculty Constitution.
  + Rewrite a policy that legitimates the faculty handbook to similarly legitimize the Faculty Constitution.
  + Awaiting feedback from Jim Mattingly.
  + Will revise for consideration at 12/13/21 meeting
* Online Learning and Intellectual Property Rights (10.08)
  + Made changes clarifying faculty right of first refusal in the utilization of materials created for online courses and for which faculty were paid a per-credit stipend.
  + Committee voted unanimously to approve [new version of 10.08](https://docs.google.com/document/d/1EcWMeArPLDWme6VKF1ZCyHpaGhSNjLwD/edit?usp=sharing&ouid=111604663884562381655&rtpof=true&sd=true).
* Class Attendance and Makeup Work ([3.06](https://docs.google.com/document/d/179OtVFlpjLqM1H_d4OGGwqIPaaHTzKog/edit?usp=sharing&ouid=111604663884562381655&rtpof=true&sd=true))
  + The committee discussed and spoke favorably of Tom Hesse’s additions regarding limited faculty right to request verification for student absences.
  + The committee clarified language pertaining to offering alternative assignments, but not online instruction, for COVID-related absences.
  + The committee will continue to work on the document ahead of the 12/13/21 meeting.
* Mandatory reporting requirement for faculty, [Policy 13.02](https://policies.uni.edu/sites/default/files/13.02.pdf).
  + The committee will solicit recommendations from United Faculty at their December meeting.
  + To be discussed further at the 12/13/21 meeting
* Faculty Academic Misconduct (13.13)
  + The committee will look at the version of [13.13 revised by EPC in 2018](https://docs.google.com/document/d/1dzpLX5trDJh4MPnytmVcVdTRdGMtEMif/edit?usp=sharing&ouid=111604663884562381655&rtpof=true&sd=true) ahead of the 12/13/21 meeting.
  + The committee feels that for major cases of academic misconduct, the first response should be corrective rather than punitive. Cases should only go to the Provost if corrective action is ineffective (i.e. refused by faculty). In other words, the faculty should review such cases first before going to administration for punitive action.
* Student Academic Ethics ([3.01](https://docs.google.com/document/d/1aCWyS3Q4_mpLaB-mp_8AUaylptJvsGg1/edit?usp=sharing&ouid=111604663884562381655&rtpof=true&sd=true))
  + The committee would like to consult with the Senate DEI committee concerning Religious or Cultural accommodations for student academic violations, pertaining to severity and recourse for violations.
  + The committee added text to section II.G
  + Bring up for a vote at 12/13/21

Adjourned at 5:01 pm

Respectfully submitted by Randall Harlow,

Chair of the Faculty Senate Policy Committee

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**Faculty Senate Policy Committee**

**Meeting Minutes**

**December 13, 2021 3:30 - 4:30 PM**

In attendance: Francis Degnin, Nick Bailey, Megal Balong (Acting Chair), Gretchen Gould, Tom Hesse, Charles Holcombe.

Special Guest: Becky Hawbaker (United Faculty)

Called to order at 3:30 PM

1 Ali Tabei, Department of Physics, will be joining the Policy Committee as Steve O’Kane’s replacement.

2 Becky Hawbaker led a brief discussion of issues concerning Title 9 and the mandatory reporting requirement for faculty, [Policy 13.02](https://policies.uni.edu/sites/default/files/13.02.pdf). Referring this issue to the Faculty Handbook committee was considered, but deemed probably inappropriate, because the handbook only applies to faculty and not other employees.

3 A draft of a new policy establishing the legitimacy and role of the Faculty Constitution was reviewed ([draft policy](https://docs.google.com/document/d/1vIbXBxdA11f3ZswaYj7Tyk_Bt5i8EswL3QrfTPBXXJI/edit?usp=sharing).)

* Concern was raised that clause #5 specifying that Faculty Senators represent the interests of the entire University and State and not only their home departments or colleges might meet with objections. Some Senators might justifiably feel that they should represent the interests of their constituent departments or colleges
* Grammatical revision of clause #6 was recommended to eliminate the double negative and ambiguous “its.”
* It was decided to refer the draft back to the Faculty Senate Leadership Council.

4 Class Attendance and Makeup Work ([3.06](https://docs.google.com/document/d/179OtVFlpjLqM1H_d4OGGwqIPaaHTzKog/edit?usp=sharing&ouid=111604663884562381655&rtpof=true&sd=true)). Considering that a policy permitting faculty to request reasonable documentary verification for student absences may be controversial, Tom Hesse agreed to do some further investigation. The expectation is that we may be able to bring this policy to the Senate in February or March.

5 Student Academic Ethics ([3.01](https://docs.google.com/document/d/1aCWyS3Q4_mpLaB-mp_8AUaylptJvsGg1/edit?usp=sharing&ouid=111604663884562381655&rtpof=true&sd=true)).

* It was recommended that language be added allowing for some faculty discretion in reducing the level of a violation.
* A question was raised about why “Altering an exam or assignment and submitting it for re-grading” is a Level Three violation. (Presumably this refers to surreptitious student alterations of their work without faculty knowledge or approval, and presented to the faculty as faculty grading errors, rather than faculty-approved revisions and resubmissions?)
* There is an apparent contradiction in the required sanctions for Level Three violations, which stipulate “Disciplinary failure for the course. (This will appear on the student’s transcript.),” but which also says that “Level Three reprimands will be placed in the student’s file maintained in the Office of the Executive Vice President and Provost but will not be made public or attached to transcripts or other records.” (The latter apparently refers to a specific letter of reprimand, rather than a grade.)
* Issues regarding student academic ethics will be discussed in an anticipated future meeting with Associate Provost Patrick Pease.

6 Faculty Academic Misconduct ( [13.13 revised by EPC in 2018](https://docs.google.com/document/d/1dzpLX5trDJh4MPnytmVcVdTRdGMtEMif/edit?usp=sharing&ouid=111604663884562381655&rtpof=true&sd=true).)

* It was recommended that language be added stipulating that hiding or concealing misconduct is also itself misconduct.
* It was recommended that language be added stating that the inquiry committee will consist of an as yet undetermined number of faculty, with the Research Integrity Officer (RIO) non-voting.
* Regarding the size of the inquiry committee and how its membership is determined, clarification with United Faculty recommendations was suggested.
* Further discussion was deferred to the next meeting.

Meeting adjourned at 4:30 (approximately).

Respectfully submitted by,

Charles Holcombe, designated recorder.

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**Faculty Senate Policy Committee**

**Meeting Minutes**

**February 14, 2022 3:30 - 4:35 PM**

In attendance (a quorum was present): Megan Balong, Francis Degnin, Gretchen Gould, Randall Harlow, Tom Hesse, Charles Holcombe

Called to order at 3:30 PM

1. Online Learning and Intellectual Property Rights ([10.08](https://docs.google.com/document/d/1EcWMeArPLDWme6VKF1ZCyHpaGhSNjLwD/edit?usp=sharing&ouid=111604663884562381655&rtpof=true&sd=true)).
   * Originally approved at 12/13/21 meeting, but contained an error in §3
   * Corrections clarifications to §3 and new clarification in §5 approved, ready to be sent to petitioned for 2/28/22 Faculty Senate meeting.
2. Draft of a [new policy](https://docs.google.com/document/d/1YhN9ID1goBlMxbsKRMVG0ju90EARCglfnjrIJeK8CiE/edit?usp=sharing) establishing the legitimacy and role of the Faculty Constitution was reviewed (draft policy).
   * Awaiting feedback from Faculty Leadership Council (Tom), will revisit in March
3. Class Attendance and Makeup Work ([3.06](https://docs.google.com/document/d/179OtVFlpjLqM1H_d4OGGwqIPaaHTzKog/edit?usp=sharing&ouid=111604663884562381655&rtpof=true&sd=true)).
   * No new discussion, will revisit in March (Tom)
4. Faculty Academic Misconduct ([13.13](https://docs.google.com/document/d/1irCDnZQxVbDS-Dn-V_viXeHkIIQ3k407/edit?usp=sharing&ouid=111604663884562381655&rtpof=true&sd=true)). Was revised by EPC in May, 2018, with new additions added by this committee in December, 2021 (Francis)
   * Priority for March meeting, FSPC members will review and comment on the working doc.
5. Student Academic Ethics ([3.01](https://docs.google.com/document/d/1aCWyS3Q4_mpLaB-mp_8AUaylptJvsGg1/edit?usp=sharing&ouid=111604663884562381655&rtpof=true&sd=true)).
   * Awaiting report from Patrick Pease, comparing current policy with those at the other two regents institutions. Pending receipt of this report this committee will prioritize this policy in April. May be pushed back to Fall 2022 if need be.
6. Associate Provost John Vallentine is soliciting suggestions for awards for contingent faculty. (Tom)
   * This committee advises not to expand eligibility for existing UNI Outstanding Teaching Award.
   * New awards should be created, perhaps one each for Teaching, Service and Scholarship. Questions to address: who will have final authority over these awards, UNI admin or UF? Could we have an award from each?
   * Revisit in March
7. March 14th meeting moved to March 7th, due to Spring Break.

Adjourned at 4:35 pm

Respectfully submitted by Randall Harlow,

Chair of the Faculty Senate Policy Committee

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**Faculty Senate Policy Committee**

**Meeting Minutes**

**March 7, 2022 3:30 - 5:18 PM**

In attendance (a quorum was present): Nicholas Bailey, Francis Degnin, Gretchen Gould, Randall Harlow, Tom Hesse, Ali Tabei

Called to order at 3:30 PM

1. Policy [10.08](https://docs.google.com/document/d/1EcWMeArPLDWme6VKF1ZCyHpaGhSNjLwD/edit?usp=sharing&ouid=111604663884562381655&rtpof=true&sd=true).
   * Debated whether to require written consent and/or right of first refusal for usage of original content by another faculty member.
   * Rather than vote on language that could be struck down by administration, the committee wishes to contact John Vallentine to discuss this what degree of shared ownership would be supported by administration (Randall and Francis will follow up)
2. [New policy](https://docs.google.com/document/d/1YhN9ID1goBlMxbsKRMVG0ju90EARCglfnjrIJeK8CiE/edit?usp=sharing) establishing the legitimacy and role of the Faculty Constitution (Tom).
   * Rewrote prose in §6
   * Clarified use of parliamentary procedure in §9
   * **Approved unanimously by committee**
3. Faculty Academic Misconduct [policy 13.13](https://docs.google.com/document/d/1irCDnZQxVbDS-Dn-V_viXeHkIIQ3k407/edit?usp=sharing&ouid=111604663884562381655&rtpof=true&sd=true) and [Procedures](https://docs.google.com/document/d/1kiPmOx9HgSRv899l5K_JHgUv4IFdbLpx/edit?usp=sharing&ouid=111604663884562381655&rtpof=true&sd=true). Revised by EPC in May, 2018, with new additions added by this committee in December, 2021. (Francis)
   * Clarified faculty composition of both the inquiry and investigative committees (13.13, procedure §5)
   * Defined inquiry and investigate committees as consisting of three and five members, respectively (Procedures, p.11)
   * Resolved inconsistencies between 13.13 and procedures pertaining to intent of misconduct (13.13, statement §4; Procedures, p.14-15)
   * Other changes to both documents remain marked.
   * The committee asks to share the working copies of these two documents with Becky Hawbaker (United Faculty) and Patrick Pease (Associate Provost for Academic Affairs) and invite them to comment and attend the beginning of the April meeting (Randall will follow up with both).

**Future business not addresses at this meeting**

1. Class Attendance and Makeup Work ([3.06](https://docs.google.com/document/d/179OtVFlpjLqM1H_d4OGGwqIPaaHTzKog/edit?usp=sharing&ouid=111604663884562381655&rtpof=true&sd=true)).
2. Associate Provost John Vallentine is soliciting suggestions for awards for contingent faculty. (Tom)
3. Student Academic Ethics ([3.01](https://docs.google.com/document/d/1aCWyS3Q4_mpLaB-mp_8AUaylptJvsGg1/edit?usp=sharing&ouid=111604663884562381655&rtpof=true&sd=true)).

Adjourned at 5:18 pm

Respectfully submitted by Randall Harlow,

Chair of the Faculty Senate Policy Committee

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**Faculty Senate Policy Committee**

**Meeting Minutes**

**April 11, 2022 3:30 - 4:47 PM**

In attendance (a quorum was present): Nicholas Bailey, Megan Balong, Francis Degnin, Gretchen Gould, Randall Harlow, Tom Hesse

Called to order at 3:30 PM

1. Policy [10.08](https://docs.google.com/document/d/1Ej56dirA-Ec7pcTCBXwcLR9xg3wpPElf/edit?usp=sharing&ouid=111604663884562381655&rtpof=true&sd=true), Policy on Online Learning and Intellectual Property Rights
   1. The committee worked on a new draft based on Provost Wohlpart’s emergency revised version from 5-18-20.
   2. The committee revised and restructured paragraph 4 from the perspective of shared ownership of course materials rather than the course itself.
   3. **The FSPC approved** the above revisions and sent them to Paul Kinghorn, chair of the Intellectual Property Committee for immediate feedback prior to filing a petition to the Faculty Senate.
2. Student Academic Ethics ([3.01](https://docs.google.com/document/d/1aCWyS3Q4_mpLaB-mp_8AUaylptJvsGg1/edit?usp=sharing&ouid=111604663884562381655&rtpof=true&sd=true)).
   1. The committee read the following document from Patrick Pease, “[Considerations for Policy 3.01](https://docs.google.com/document/d/1vBd8K4N_ymkgHwsfqevUWF2Frl1p5IOP/edit?usp=sharing&ouid=111604663884562381655&rtpof=true&sd=true)”
   2. The committee agreed that such revisions will take substantial time to complete and consequently agreed to postpone the topic to Fall, 2022.

**Pending business**

1. Contingent faculty awards
   1. Tentative plans from Associate Provost John Vallentine to increase Outstanding Teaching Award to up to 8 recipients, including up 5 for tenure-track and to 3 for contingent faculty.
   2. United Faculty is also going to make a new award for contingent faculty.

**Future business**

1. The committee agree to postpone to the Fall discussion of the Faculty Academic Misconduct [Policy 13.13](https://docs.google.com/document/d/1irCDnZQxVbDS-Dn-V_viXeHkIIQ3k407/edit?usp=sharing&ouid=111604663884562381655&rtpof=true&sd=true) and [Procedures](https://docs.google.com/document/d/1kiPmOx9HgSRv899l5K_JHgUv4IFdbLpx/edit?usp=sharing&ouid=111604663884562381655&rtpof=true&sd=true).
   1. The policy was revised by EPC in May, 2018, with new additions added by this committee in December, 2021. However, there are questions concerning multiple drafts of the Procedures that need to be reconciled between the FSPC, RSP and Provost’s Office before this committee can continue working on both documents.
2. Class Attendance and Makeup Work ([3.06](https://docs.google.com/document/d/179OtVFlpjLqM1H_d4OGGwqIPaaHTzKog/edit?usp=sharing&ouid=111604663884562381655&rtpof=true&sd=true)).
   1. In Fall, 2022, the committee will resume discussion regarding faculty rights for requesting reasonable documentation of absence.

Adjourned at 4:47 pm

Respectfully submitted by Randall Harlow,

Chair of the Faculty Senate Policy Committee