

FACULTY SENATE

MEETING #609 AGENDA

CHAN Auditorium

THURSDAY, November 19, 2020

12:50 PM to 2:20 PM

Call to Order

1. Approve Faculty Senate Meeting #608 Minutes from October 22, 2020
2. Accept Special FSEC Report from November 5, 2020
3. Administrative Reports
4. Officer and Committee Reports

<ul style="list-style-type: none">• President Tim Newman• President-Elect Carmen Scholz• Past-President Laird Burns• Parliamentarian Mike Banish• Ombudsperson Officer Carolyn Sanders• Governance and Operations Committee Chair Kader Frendi	<ul style="list-style-type: none">• Undergraduate Curriculum Committee Chair:<ul style="list-style-type: none">• Azita Amiri 8/20;10/20;12/20;2/21;4/21;6/21;8/21• Paul Whitehead 9/20;11/20;1/21;3/21;5/21;7/21• Finance and Resources Committee Chair Jeff Weimer• Undergraduate Scholastic Affairs Committee Chair Emil Jovanov• Faculty and Student Development Committee Chair Kwaku Gyasi• Personnel Committee Chair Mike Banish
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5. University Committee Reports

6. Policy Feedback I

- Policy 02.02.XX Electronic Signatures (Sept. 24 version)
- Policy 02.01.70 NCSARA

7. Second Readings I

- Senate Bill 440 Faculty Handbook Chap 6 Revision
- Senate Bill 448 Authorship and Classroom Material (aka Policy 02.01.YY)

8. Policy Feedback II

- Policy 02.01.51 Communicable Disease

9. Second Readings II

- Senate Bill 456 Forming... Council to UAH PD

Adjourn

Proxies for Senate meetings must be a Senate-eligible individual from the same academic unit. No individual may carry more than one proxy.

PLEASE SEND PROXIES TO LAUREN BAKER: facsen@uah.edu

Faculty Senate Bill 448: Proposed Authorship and Classroom Material Selection Policy

Approval (Acad. Affairs) (Policy 02.01.YY)

History: At FSEC Mar. 12, 2020 for First Reading, through the Provost; Passed First Reading
Before Faculty Senate Oct. 22 for Second Reading, ran out of time (no action taken)
Before Faculty Senate Nov. 19 for Second Reading

WHEREAS, The Provost has reported to the Senate President on March 6, 2020, a wish to propose a policy on Authorship and Classroom Material Selection for the UAH Policy Scheme which would have the purpose of outlining the process for the selection of self-authored classroom materials for course assignments and for materials for situations wherein a rebate or other financial incentive is provided for adoption, and

WHEREAS, A working group of faculty and students from the College of Arts, Humanities, and Social Science which was chaired by Dean Sean Lane has written a policy aimed at meeting this purpose, and

WHEREAS, Said policy has concluded its initial review from L. Shelton, M. Huff, and the UA System that resulted in the Provost making changes they recommended, and

WHEREAS, Said policy is now ready for Senate review, and

WHEREAS, Faculty Senate review of said policy must be completed by June 15, 2020 (or the Senate must request additional time to complete its review),

NOW THEREFORE BE IT RESOLVED,

That the following text for said policy be considered approved by the UAH Faculty Senate.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
AUTHORSHIP AND CLASSROOM MATERIAL SELECTION POLICY
([DATE TO BE INSERTED UPON FINALIZATION]) 2020

Number 02.01.YY [YY: to be calculated upon finalization]

Division Academic Affairs

Date (date to be inserted upon finalization)

Purpose The purpose of this policy is to clearly outline the process for the selection of self-authored classroom materials for course assignments, or materials for which a rebate or other financial incentives are provided for adoption, in order to ensure compliance and consistency with state law and system regulations.

Policy This policy establishes a process by which faculty are permitted to assign textbooks or other instructional material that they have authored or edited, and for which students have to pay to own or use. It also addresses situations where publishers have offered a rebate or other remuneration for adoption of instructional materials.

Procedures

General Administrative Principles

1. Textbook or Instructional Material Selection

- a. **Background.** The Code of Alabama, Section 36-25-5(a), 1995 (the “Ethics Act”), states “no public official or public employee shall use or caused to be used his or her official position or office to obtain personal gain for himself or herself, or family member of the public employee or family member of the public official, or any business with which the person is associated unless the use and gain are otherwise specifically authorized by law.” Amendments passed by the 1986 Legislature placed faculty of state-supported institutions of higher education within the purview of the conflict of interest standards set forth in the Ethics Act. Additionally, Advisory Opinion No. 1130 issued by the Alabama Ethics Commission on

August 21, 1987 (the “Opinion”), concluded that a faculty member “...who is also an author is not permitted to make the decision as to whether his or her publication will be used.” The Opinion approved a process through which “the decision is made by either administrative officials of the institution or a textbook committee composed of other faculty members and administrative officials with the institution.”

- b. **General Selection Process.** In cases where a faculty member (or faculty members) desires to use textbook(s), laboratory manuals, computer software, or other instructional materials that he or she has authored, and/or from which the faculty member, department, or any person or business associated with faculty members’ family obtains direct financial gain, each college is expected to form a Required Classroom Material Selection Committee composed of faculty and students. For purposes of this policy, “family” is defined as spouse, domestic partner, parents, parents-in-law, a sibling and his or her spouse, dependent(s), an adult child and his or her spouse, and other relatives. A library faculty member may be added to the committee at the discretion of the Dean. In addition, the same process will be used in situations where a faculty member or department desires to use textbook(s), laboratory manuals, computer software, or other instructional materials for which they or the University, college or department would receive rebates or other financial incentives for adoption.
 - i. If a committee member falls within one of the following categories or otherwise believes that he or she should not serve on the committee due to any direct or indirect relationship with the matter being decided, he or she shall recuse themselves to avoid a conflict of interest, or even the appearance of a conflict of interest:
 - (1) the author of the requested instructional material being considered;
 - (2) a member of the department which will financially benefit from the use of the requested instructional material;
 - (3) any person associated with the author, publisher or distributor of the requested instructional material such that that person or a family member of that person will obtain direct financial gain if the material is approved; or
 - (4) any other basis under applicable law that would suggest recusal, such as a potential violation of the Alabama Ethics Law.
 - ii. The faculty member or department shall submit text/course material recommendations to the committee at least five (5) months prior to the beginning date of the semester in which the course(s) will be

taught. The faculty member or department should provide, at a minimum, the following information to the committee: 1) a course syllabus, 2) the number of sections of the course anticipated to be offered in the next academic year, 3) a representative listing of alternative materials (e.g., competing textbooks), if any, that could be used for the course(s), their basic content, and respective costs, 4) the use of the materials in the discipline for similar courses at other institutions, if possible, and 5) a justification of the chosen materials as appropriate for the course on the basis of content, cost, or other relevant characteristics. The committee has the right to ask for additional information if it is needed to make a decision about the request.

- iii. The textbook selection committee is responsible for 1) reviewing the recommendation, 2) considering the appropriateness of the textbook(s) or other materials for the course, 3) considering alternative textbooks or materials, 4) deciding whether the recommended materials are appropriate textbook/materials for the course taking into consideration content, coverage, cost and other factors deemed appropriate by the committee, and 5) informing the faculty member, department chair and dean of this decision. Whenever possible, committee decisions should be made at least three months in advance of the beginning date of the semester in which the course will be offered. Committee decisions on selection of textbooks or other course materials are effective for all semesters beginning in the subsequent twenty-four (24) months, if the requester elects to continue using the textbook(s) or materials. Committee approval is required before a faculty member or department can use the requested textbook or course material.
- iv. In situations where the committee approves a faculty member (or faculty members) to use course materials that they themselves authored, the committee will notify the department chair and dean of the approval. The author(s) can use the course materials, and retains any remuneration (most commonly, royalties).
- v. In situations where the committee approves a faculty member or department to use textbook(s), laboratory manuals, computer software, or other instructional materials for which they would receive rebates or other financial incentives for adoption, the committee will notify the department chair and dean of the approval, and the process described in #2 below will be used.

2. **Use of funds from adoption.** If a textbook or other instructional material is approved for adoption by the Required Classroom Material Committee, and if the faculty member or department would receive a rebate or other non-royalty financial incentive as a result of the committee's adoption of the material, the faculty member or department has two choices. First, the faculty member or department can waive the financial incentive such that the amount charged to students for the material is reduced by an equivalent amount. Second, the faculty member or department can choose to have the payment of the incentive directed to a college-level account for administration of the funds. The uses of these funds are limited to those that directly benefit students, using the procedure described below.
- a. A committee composed of faculty and students will determine permissible use of the funds (i.e., activities that directly benefit students). The Required Classroom Material Committee can serve this role or a separate committee can be formed. The goal of the committee is to set policy recommendations, and after the initial policy is set, it is not necessary for the committee to meet each time that a faculty member or department chooses to receive a rebate or other non-royalty financial incentive. Funds will be disbursed for activities that follow the recommendations of the committee. At the end of each academic year, the specific ways that the funds were used will be publicized. In addition, the appropriate use of these funds will be audited as part of the regularly scheduled review of the college.
3. **Transparency to students.** If a textbook or other course material is approved for adoption by the Required Classroom Material Selection Committee and is used in a course, students in that course will be informed in the course syllabus that the material was approved through the process described above. If financial incentives are received by the University, students will also be informed about the decision to allow rebates and the specific ways that funds will be used to directly benefit students (e.g., types of activities that are typically funded).

Review Academic Affairs will review this policy every five years or sooner as needed.

Approval

Campus Designee

Date

University Counsel

Date

Provost and Executive Vice President for Academic Affairs

Date

APPROVED:

President

Date

**Faculty Senate Bill 440:
Faculty Handbook Chapter 6 Revision**

History: From the Personnel Committee

At FSEC Feb. 13, 2020 for First Reading, passed with amendment

Before Faculty Senate, Feb. 20, 2020 for Second Reading; debate began but action postponed

Before Faculty Senate, Oct. 22, 2020 for resumption of Second Reading as per Senate order, ran out of time
(no action taken)

Before Faculty Senate, Nov. 19, 2020 for resumption of Second Reading

WHEREAS, the Faculty Senate has received a rejection of its proposed Faculty Handbook Chapter 6 language from the Administration, and

WHEREAS, the Faculty Senate Personnel Committee has re-reviewed the current Faculty Handbook Chapter 6, the language for Chapter 6 previously considered by the Senate and its prior committees, and revised language for Chapter 6 proposed by the Administration, and

WHEREAS, a new revision to Chapter 6 has been prepared by the Personnel Committee,

NOW THEREFORE BE IT RESOLVED:

That the Chapter 6 text that follows be considered approved by the UAH Faculty Senate as the new Chapter 6 of the UAH Faculty Handbook, and

BE IT FURTHER RESOLVED:

That upon final Senate approval and notice from the Administration of its concurring approval of this resolution, that the Chapter 6 text that follows be adopted as the new Chapter 6 of the UAH Faculty Handbook, and

BE IT ALSO RESOLVED:

That the Senate officers shall update the Faculty Senate web page with the revised Chapter 6 that follows, provided both final Senate approval and Administration notice of concurring approval of this resolution have been received.

CHAPTER 6

6. SHARED GOVERNANCE

The Board of Trustees of The University of Alabama entrusts University administrators, faculty, staff, and students with responsibilities for sharing in the governance of the University. The responsibilities of The Board of Trustees and University administrators are delineated in the Board Manual as well as elsewhere in this Handbook.

6.1. Faculty Participation in Shared Governance

Academic excellence is essential to the successful performance of the University's educational mission. Such excellence is achieved in an environment of mutual confidence, collegial participation, effective leadership, and strong academic programs. To foster this environment, it is University policy that the faculty participate in the selection, appointment, and performance evaluation of deans and department chairs, and that the advice of the faculty be actively and systematically sought.

Final authority over the selection, appointment, and retention of deans rests with the Provost with the concurrence of the President, and final authority for the selection, appointment, and retention of associate deans, assistant deans, and departmental chairs rests with the academic deans, with the concurrence of the Provost.

Unit and program direction and quality are evaluated periodically and an important consideration in these evaluations is the views of the faculty.

Faculty review of administrative performance and program effectiveness is accomplished by conducting formal program reviews at a minimum at five year intervals, with faculty also participating in the regular, ongoing evaluation of administrative leadership, program direction, and program quality.

6.2. Faculty Senate

The structure of the Faculty Senate of The University of Alabama in Huntsville, as well as its relationship to other University bodies, is currently set forth in Appendix L and was originally

described by the governance system proposal of March 7, 1973, as adopted with amendments by the President of the ~~U~~University on April 3, 1973. [Appendix L, the bylaws of the University of Alabama in Huntsville Faculty Senate, specifies the current structure of the Faculty Senate.](#)

The authority of the Faculty Senate derives from the Office of the President of the ~~U~~University, represents a long tradition of shared governance in a ~~u~~-university setting, and exists as a feature of the bond of mutual trust that serves as the basis for the general system of governance for the faculty, student body, and administration.

Senators are the voice of the faculty. The Faculty Senate is the permanent body representing the faculty for the formulation of ~~U~~University policy and procedures in matters pertaining to institutional purpose, general academic considerations, curricular matters, research, ~~U~~University resources, and faculty personnel (appointments, promotion, and tenure). All issues of ~~U~~University governance affecting the faculty at large should go before the full Faculty Senate before implementation. ~~Bylaws of the Faculty Senate are included in the relevant appendix.~~

6.3. The Graduate Council

The Graduate Council is an elected body representing the graduate faculty. The Council consists of the Dean of the ~~School of Graduate School Studies and Director of the Office of International Engagement~~ (non-voting, ex-officio chair), the Registrar (non-voting, ex-officio) and a number of full members of the graduate faculty, ~~specified as follows:~~ each college with ~~master's programs a graduate program (master's and/or doctoral)~~ has two representatives, ~~and, in addition, each college with doctoral programs has one additional representative.~~ ~~The Faculty Senators in colleges with graduate programs elect the representatives from the college. At least one member from each college shall be a current senator.~~ The term of an elected member is two years.

The Council examines new policies, procedural requirements, new graduate courses and programs, graduate faculty appointments, student petitions, and other matters dealing with graduate studies. [Graduate program creation, merger, or deletion requires the approval of the Faculty Senate Curriculum Committee.](#) Matters dealing with academic policies and substantial changes in catalog are referred by the Graduate Council to the Council of Deans and Provost for approval before implementation.

Full members of the graduate faculty must demonstrate continuing interest in the graduate program, be actively engaged in research, and demonstrate scholarly achievement through contributions to their academic discipline. Nomination to the graduate faculty is made by the department chair and, when appropriate, program director. The nomination is forwarded through the appropriate college Dean to the Graduate Dean, who in turn forwards it to the Graduate Credentials Committee of the Graduate Council for recommendation. The Graduate Dean makes the appointment.

Details of the operation of the graduate program are contained in the Graduate School Handbook.

6.4. Staff Senate

Commented [DTN1]: Item added as amendment at FSEC
Feb 13, 2020

The Staff Senate is a representative body of eligible staff. Its purpose and charge are to serve an auxiliary, advisory function to the administration in the area of staff personnel matters and to do so in a positive and constructive way. The Staff Senate provides a forum for the exchange of ideas, a resource for evaluating proposals, and a mechanism for expressing suggestions and concerns. In carrying out its role, it works to promote better understanding, cooperation, and communication within the campus community for the benefit and betterment of all.

The Staff Senate is composed of elected members from the staff employees of the University. Its officers are elected by the Staff Senate from its membership. Rules of procedure, membership, election of members, and committee structure are described in the Staff Senate Bylaws, which are available in the Office of the Vice President for Finance and Administration.

6.5. Student Government Association

The Student Government Association (SGA) is composed of all students enrolled at the University. The SGA promotes the welfare of students in all areas of University life. Its primary purpose is to help improve the educational environment, including promoting academic innovation and working closely with faculty and administrators to bring about desirable changes in institutional policies. It establishes budgets for funds allocated to it and establishes and governs clubs and other student organizations. The SGA is also responsible for developing and sponsoring programs to enhance the cultural, intellectual, and social life of students. Rules of procedure, membership, elections, and committee structure are described in the Student Government Association Bylaws, copies of which are maintained in the Office of the Vice President for Student Affairs.

6.6. Boards, Councils and Committees

To fulfill responsibilities of shared governance, members of the university may establish collaborative bodies known as boards or committees that are charged with performing specific duties requiring student, faculty, staff, and administration involvement. In addition, the administration establishes its own collaborative bodies known as councils. When a council is established, the administration describes its purpose, membership, duties and responsibilities. Boards, councils, and committees are advisory. These bodies change from time to time and current information is maintained by the Office of the President.

University committees consist of members of the faculty, administration, staff and students. Unless otherwise stated, faculty members are selected by (but not necessarily from) the Faculty Senate and are at least equal in number to the administration and staff representation on each committee. All ex-officio members shall be clarified and designated. Ex-officio members shall not vote, except for those ex-officio members who are committee chairs who may vote only to break ties. In cases where this ex-officio member serves as chairperson, members of the committee shall select a faculty member to serve as co-chairperson. If the ex-officio member calls a meeting but cannot attend, then the co-chair will preside. Where Faculty Senate committees and university committees share common purposes, functions, or charges, members of the Faculty Senate committees are voting members of corresponding university committees. Where required by the nature of the committee's function, university committee structures must reflect unit representation, including the Library. University committees meet at least once a semester. Any member of the committee may call a meeting. Committees will issue a written report to their administrative liaison and to the Faculty Senate Executive Committee each semester, after meeting. Terms of membership are for two years unless otherwise noted, with arrangements made for staggered terms. The details of procedures are issues that each committee determines.

The administrator through whom a university committee reports, a nonvoting ex-officio member of that committee, may initiate calls for committee meetings. Unless otherwise specified, the chair of each university committee is elected from those members of the committee who are not ex-officio. The retiring chair is responsible for organizing and conducting the first meeting of the committee, including the election of the new chair.

6.6.1. Committees, Boards, and Councils, and Committees-Reporting Through An Administrative Liaison

The chart below identifies current boards, councils, and committees and their administrative reporting relationships.

Committee Name	Administrative Vice-President	Faculty Participation
ADA Advisory	Diversity, Equity & Inclusion	Elected by Faculty Senate
Budget and Planning	Finance & Administration	Elected by Faculty Senate
Campus Planning	Finance & Administration	Elected by Faculty Senate
Employee Benefits	Finance & Administration	Elected by Faculty Senate
Financial Aid	Student Affairs	Elected by Faculty Senate
Intercollegiate Athletic	President	Elected by Faculty Senate
Library	Provost/ Academic Affairs	Elected by Faculty Senate
Honorary Degrees and Naming	Provost/Academic Affairs	Appointed by Faculty Senate
University Commencement	Provost/Academic Affairs	Appointed by Faculty Senate
Faculty Appeals	President	Elected Faculty
Animal Care and Use	Research & Economic Development	Appointed Faculty
Bookstore Advisory	Provost/Academic Affairs	Appointed Faculty
Charger Green Recycling	Finance & Administration	Appointed Faculty
Environmental Health & Safety <u>Elected by Faculty Senate</u>	Finance & Administration <u>Research & Economic Development</u>	
Equal Opportunity/	President	Appointed Faculty

Affirmative Action

Faculty/Staff Traffic Appeals	Finance & Administration	Appointed Faculty
Title VI Diversity Advisory	President & Provost/Academic Affairs	Appointed Faculty
Use of Human Subjects	Research & Economic Development	Appointed Faculty

Counsel Name	Administrative Vice-President	Faculty Participation
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Graduate	Provost/Academic Affairs	Elected Faculty Senate
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Research	Research & Economic Development	Elected by Faculty Senate
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Honors	Provost/Academic Affairs	Appointed Faculty
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Board Name	Administrative Vice-President	Faculty Participation
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Student Conduct	Student Affairs	Elected by Faculty Senate
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Student Affairs Advisory	Student Affairs	Appointed by Faculty Senate
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University Review	Provost/Academic Affairs	Elected Faculty
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6.6.2. Ad Hoc Groups

Task forces, study groups, special advisory committees, and other such ad hoc groups formed to address specific issues or receive assigned tasks are not official governance bodies of the university. All such bodies derive their authority from the boards, councils, committees, or individuals to whom they report. At the time of the formation of an ad hoc group, the appointing authority will put in writing the specific charge and purpose of the group. All ad hoc committees establish operating procedures by consensus of the membership, unless the appointing authority does so in advance of selecting membership. Ad hoc groups may not be appointed to perform the responsibilities of official boards, councils, or committees.

Senate Bill 456: Forming an Advisory Council to UAH PD

History: Received on October 29, 2020 and Introduced to the FSEC on November 5, 2020

Passed First Reading at FSEC on Nov. 5, 2020

Before Faculty Senate, Nov. 19, 2020 for Second Reading

WHEREAS the University, recognizing that the unfair treatment of people of color “...speak[s] to the institutionalized racism that plagues our country,”¹ has committed itself in recent years to “continue the work of addressing deeply rooted institutionalized racism and injustice, of seeking ways to engage in respectful, meaningful... difficult conversations, and of building a community that is safe, supportive, and inclusive for all,”² and

WHEREAS the University, recognizing “that addressing racism and embracing diversity must be concepts and efforts that [it] engages in at every level of planning and in every activity,”³ from the classroom and campus to the community, has committed to “redouble [its] efforts joining forces with the students, faculty, and staff to continue promoting equity and inclusion in our planning, policies, and practice,”⁴ and

WHEREAS the Faculty have heretofore committed to “lead efforts and initiatives that strive for inclusiveness and diversity,”⁵ and to support the University in order “to create a campus and a community that is truly safe and welcoming for all,”⁶ and

WHEREAS recent studies reported through the International Association of Chiefs of Police have “emphasized the importance of citizen involvement in policing as a strategy to improve trust between law enforcement and the public,”⁷ including the establishment of “citizen advisory boards or community involvement ... as action items for local law enforcement,”⁸ and

¹ “Message from UAH Leadership Regarding Recent Events,” 6/3/20. Retrieved from <https://www.uah.edu/news/news/message-from-uah-leadership-regarding-recent-events>

² “Message from UAH Leadership Regarding Recent Events,” 6/3/20. Retrieved from <https://www.uah.edu/news/news/message-from-uah-leadership-regarding-recent-events>

³ “Message from UAH Leadership Regarding Recent Events,” 6/3/20. Retrieved from <https://www.uah.edu/news/news/message-from-uah-leadership-regarding-recent-events>

⁴ “Message from UAH Leadership Regarding Recent Events,” 6/3/20. Retrieved from <https://www.uah.edu/news/news/message-from-uah-leadership-regarding-recent-events>

⁵ UAH Faculty Senate Bill 405 “Diversity and Inclusiveness,” 3/23/17. Retrieved from <https://www.uah.edu/faculty-senate/current-business/bills>

⁶ “Message from UAH Leadership Regarding Recent Events,” 6/3/20. Retrieved from <https://www.uah.edu/news/news/message-from-uah-leadership-regarding-recent-events>

⁷ Citizen Advisory Boards in Contemporary Practice: A Practical Approach in Policing. Retrieved from <https://www.policechiefmagazine.org/citizen-advisory-boards-in-contemporary-practice-a-practical-approach-in-policing/>

⁸ Promoting Community Involvement in Law Enforcement: Community Advisory Boards. Retrieved from <https://www.theiacp.org/news/blog-post/promoting-community-involvement-in-law-enforcement-community-advisory-boards>

DRAFT_Bill Forming Advisory Council to UAH PD

WHEREAS the UAH PD is committed to "value the need for effective use of our resources and to provide a spirit of openness in communication with our community" and "be responsible for our actions, willing to admit our mistakes and ensure that our behavior earns the support and trust of all segments of the public,"⁹ and

WHEREAS recent conduct by members of the UAH Police Department (PD) failed to adhere to the promotion of equity and inclusion in practice; failed further, to demonstrate a commitment to create a campus and a community that is truly safe and welcoming for all; and resulted in a call for transparency and accountability through the establishment of a council, from multiple stakeholders, including faculty, staff, students, alumni, and community members^{10,11} in order to ensure long-term change in the underlying culture and behaviors that resulted in the recent conduct by members of the UAH Police Department,

THEREFORE BE IT RESOLVED that the Faculty Senate proposes the establishment of a standing Advisory Council to the UAH PD comprised of members of the faculty, staff, student body, and community, and

BE IT FURTHER RESOLVED that said Advisory Council meets regularly with UAH PD leadership to discuss community concerns and to collaborate in the building of a community policing strategy on campus, and

BE IT FURTHER RESOLVED that the Advisory Council regularly reviews official complaints filed with the UAH PD and data related to UAH PD activities, and

BE IT FURTHER RESOLVED that the Advisory Council be consulted on procedural and policy matters related to UAH PD, and

BE IT FURTHER RESOLVED, upon passage of this bill, that the Faculty Senate, in conjunction with the Staff Senate; the Student Government Association; and, the Office of Diversity, Equity, and Inclusion, will initiate the selection of Advisory Council members, and, in conjunction with the Office of the President, outline the charge for the Advisory Council to the UAH PD.

⁹ Values: Responsibility and Accountability. Retrieved from <https://www.uah.edu/police>

¹⁰ UAH Police Statement, UAH Chapter – NAACP. Retrieved from <https://whnt.com/wp-content/uploads/sites/20/2020/10/UAH-Police-Statement.docx-3-1.pdf>

¹¹ Mother asking for answers and accountability after what she said happened after a traffic stop. Retrieved from: <https://whnt.com/news/racial-justice-movement/mother-asking-for-answers-and-accountability-after-what-she-said-happened-after-a-traffic-stop/>

FACULTY SENATE EXECUTIVE MEETING

**November 5, 2020
12:50 P.M. OKT N142**

Present: Jeff Weimer, Mike Banish, Tim Newman, Carmen Scholz, Kader Frendi, Kwaku Gyasi, Laird Burns, Carolyn Sanders, Emil Jovanov

Zoom Remote Participants: Ex-Officio: Provost Christine Curtis; Guest: President Darren Dawson, Paul Whitehead

- **Faculty Senate President Tim Newman called the meeting to order at 12:56 pm.**
- **Meeting Review:**
 - Bill 454 sent to Personnel committee.
 - Bill 455 passed first reading.
 - Bill 456 passed first reading.
 - Bill 457 was sent to both Faculty and Student Development Committee and to Personnel Committee
 - Gift Acceptance Policy was voted to pass over as the submitting group informed us they want to revise and resubmit the policy.
 - Policy and Procedures for Naming Opportunities at UAH was sent to Finance and Resources Committee.
 - Guidelines for Fundraising Policy was sent to Finance and Resources Committee.
- **Administrative Reports**
 - President Darren Dawson
 - We are in final stages of Morton Hall. Spragins is continuing and hoping to be completed February 2021. The Beville Cooling Center should be done by the end of the year. Shelby Center external renovation is set for March 2021. Bids have come in for Lab 341 and hope to begin this month. Phase III Greenway that remains on schedule for bidding in November. We are planning on taking stage three submittal to board in April 2021 for IT Data Center. We are also opening bids soon for Cyber Security Lab with hopes to finish by summer.
 - Tim and I have been working to set up meetings with Budget and Planning, Campus Planning, and Financial Aid committees.
 - Tim – We had talked in the past if there is another round of stimulus for infrastructure after the election, do we have additional projects on tap we would submit?
 - President – Yes. We anticipate there will be additional higher education. That money will be related to distance learning, COVID protocols. We anticipate another round of money. Provost and faculty have gotten together to list items that we could take care of. If we had a facility projects that would be completely different to stimulate construction, we have two projects ready to go. Other projects would be the renovation of central

campus residence hall by the CTC. That is probably a \$17M project. Lastly, an economic development project related to executive plaza.

- Tim – Two years ago there was talk about a Cyber School coming?
- President- Yes, they have a site (on Wynn Drive) and I think demolition has started.
- Kader – Is the project for Shelby Center complete to run water away from the building?
- President – No, that is the renovation project. We will start construction on a French drain-like system on March 1. We are a ways away from getting back into that building.
- Laird – We want to share our appreciation with you on starting the score card on shared governance. You mentioned having faculty and some looking into money being invested into remote learning, do you know who those faculty are?
- Provost – First of all, we received notification about a month ago that we had from the state \$1.33M for remote learning. We had to buy it, have it on campus, and paid for by middle of December. All we could do is go to the experts working on the classrooms. Those could tell us what was needed. John Thygerson and his group put together a list of \$1.336M. I think they are outfitting small video rooms. I think all the bids are in. Maybe one will come next week. A lot of the reasons they know the problems is because of input from the faculty.
- Laird – Some have reminded me that we set up a committee last year to review salaries, they suggested that we ask if we request that information from you via FOIA or another means. What do we do to move forward? Do we use online data?
- President – Let me check with Todd. Laurel was putting together the historical data for the past five years.
- Laird – Five years would be fine.
- Provost Christine Curtis
 - We have one Dean search ongoing for College of Science. I received all the input from the faculty, President, Dean. I selected one candidate to move forward with. We are doing extra reference checks should be completed tomorrow. It is highly likely that we will move forward.
 - We completed three fifth year reviews last year. We are now starting again a fifth year review for Dean Greene.
 - I just received an email from Tim asking for some additional delays on policies. I certainly will grant them. We are all facing the same issues due to COVID. I understand the issue.
 - Commencement is moving forward. We have sent out the survey to the students. Many have stated they will be there. We can have 240-260 per session there depending on the seat setup. We know we will have two ceremonies, likely three to four. Faculty can attend but you need a ticket.
 - I wanted to remind you of the fall schedule. The last day of in person classes is November 20th. We will have a week off for Thanksgiving. We combined fall break with Thanksgiving. There is one more week of class (with all students remote) starting November 30.

- Spring classes will start January 13th. There will not be a spring break.
- Facilities have made the offer to put up plexiglass around your lecterns in the classroom. Put in a ticket.
- ACT Optional Admission Pilot, material has went to the board of trustees. Press release is ready to go. I haven't seen it. I don't know if it has been sent out.
 - President – The press release is on the webpage.
- I updated the expectation and enforcement notice for employees about the covid health regulation disciplinary actions; it has been changed now.
- Faculty have to get their grades in by December 15th. Students have a window to change their grade to pass or withdraw. For each course, they will see their grade and can make the change. If they don't choose anything, by default, there is no change. We are making it very clear in our first communication to them. A "P" does not mean they will automatically progress to the next course. Most courses require a "C". If they have a "P" or "D", they do not progress. A report will be provided to colleges and chairs letting them know who has the appropriate grade. We did a full survey to show how many students used a pass/withdraw last semester. The first report was wrong. Once the issues were corrected, they reviewed all the grades. Of all the 37,000 grades, not quite 5,000 were changed. 80% of the 5,000 were passes and 20% were withdrawals.
 - Kader – I have in my syllabus highlighted that if we go to pass/withdrawal, a "D" will go to an "F". In engineering, that grade wouldn't be applicable for passing.
 - Provost – If they receive a "D", they can opt for a pass.
 - Carmen – After the students change their grade, is there a way the faculty can see the original grade they received to know if they can move forward?
 - Provost – They will have the information. Every student will need to be checked to ensure they made the required grade for their course.
 - Laird – You mentioned graduation. We don't want to be a burden on the population problem. Any feedback?
 - Provost – It appears there will be plenty of seats. There should be plenty of room in tier one and two for faculty. There were either three or four seats in a group. A faculty member will take up four seats. I am going to leave it to the faculty member. I think there will be enough room. If we run out of tickets, we will let you know. I also don't want to say anything that will make faculty think I am demanding they are there. I think it is a personal decision for the faculty to make going into a large arena with a large crowd.
 - Jeff – Our staff would go into Argos and look back into grades, will we see P or W or the grade originally given?
 - Provost – I don't know the exact answer. I will have to go back and get that answer.
 - Kwaku – If a student has an "F", are the students allowed to withdraw?
 - Provost – Yes.

- Kader – Does this “W” count against how many they are allowed? Or are they forgiven? I know in my department, we only allow so many “W”.
- Provost – Are you saying that your department only allows your student to withdrawal a certain amount of times?
- Kader – Yes, either three or five.
- Provost - I would think it would count. I will have to check.
- Mike – Kader is referring to is something I haven’t heard in a decade. There was a policy that came down through administration stating the student could withdraw a certain amount of times.
- Provost – Let me check. We have a withdraw policy that has been reviewed 2014-2015 and is up for review now. That brings up another point that I need to mention. There are a number of policies that we are required to review every five years. I will probably work with Tim and Carmen to show you the changes. If they aren’t substantive, we will go ahead and make the change. If there are modifications, we will let the senate see.
- Mike – I am going to go back to the penalties for faculty. You sent out an announcement that the healthcheck site wasn’t functioning properly. We were wondering personnel if any faculty received warnings due to the system not working. If the faculty did receive warnings, can those be removed?
- Provost – Yes, we did remove those. We ask that they are reminded. I realized that emails were being sent. They are back in force now. There have been two this week.
- Mike – There were no warnings sent out due to the mistake in the system?
- Provost – No. If anyone knows there is an issue, please let us know.
- We have been thinking how we can improve the enrollment of our graduate programs, especially the professional graduate program. President Dawson has mentioned thinking differently on how we go about admissions. We are going to try something new. It is a focused effort. We are going to move three positions into Graduate Admissions Office. The Graduate Admissions Office will focus on eight to twelve master’s programs for enhanced marketing. We are going to do this experimentally and we hope that it is a success. We are trying to bring in more students and revenue. We will change the Dean of Graduate School and International Services into a new Associate Provost position. They will manage and administer the Graduate School, International Programs, Study Abroad, and Academic Integrity for undergraduate and graduate students.
 - Tim – I had asked if we changed graduate admissions around, I received positive response. I wanted to let you know that.
 - Provost – We need to make it clear that graduate admissions is the responsibility of the admissions office but also the department. We need to be engaged if students want to talk or email with a faculty member. We all have to do our part.
 - Carmen – I am asking for an automated email to be sent out letting them know about the change.

- Provost – As graduate coordinator you wanted to be kept abreast of all the applications coming in?
- Carmen – Yes.
- Paul – This is related to student COVID testing. We have had a number of positives in our department. We had a student go to student services to be tested, they wouldn't test because he wasn't showing symptoms. He went to the hospital and tested. He went to Executive Plaza and was denied. He did test positive. He has been told that he is on probation due to violating ethics on not telling health services. I probably would have told him exactly what he did.
- President- I would have to ask Amber exactly what happened. I don't understand why it happened.
- Paul – The student said he could only be tested if showing symptoms at health services. He went to the drive up, and mentioned having a headache, but didn't test. We have had a few more positives following that student as well. He is being told one thing and punished for another. To avoid this in the future, what's the guidance on what to tell the students?
- President – I need to talk with Amber and Kristi. I don't think we will test just to test without symptoms. I don't understand what happened at Executive Plaza.
- Kader – On the graduate school side, I was thinking about the possibility of investigation the GRE Optional like ACT Optional. Most of the time we hear they don't want to take this.
- Provost – We have been GRE optional in many programs for a while now. It is dependent on the program.
- Kader – We have programs that do require the GRE?
- Provost – Yes. It is a faculty decision for that particular degree.

➤ **Officer/Committee Reports**

- Tim Newman, President
 - Governance and Operations completed the ballots for the Beta Evaluation and Threat Assessment Team and for the run-off for Campus Planning.
 - Looking at Campus Planning, faculty handbook has a reference to Campus Priorities and Resources Committee. I am thinking it was folded into Campus and Planning. Does anyone remember that resources committee?
 - Carolyn – Yes, I do; and I remember that there was discussion at the time about the name of the committee, that has stuck with me.
 - Tim - If that is the case, we need to modify our documents to reflect that.
 - For Research Council, we need four names to send forward. At the next senate meeting, we will do that then.
 - I want to let you know that Gloria Greene contacted me and said that they needed me to nominate a faculty representative for the FDP (Federal Demonstration Partnership), a research improvement initiative between the federal government and nonprofits. I thought about this for a while. The first person I thought of was Carmen Scholz due to her history of success in a similar role in the past and sent that forward.

- Carmen and I met with President and Provost and discussed issues. We discussed faculty workload, Canvas issues, salary concerns, and units that need revitalization. I gave Carolyn's name for the police committee.
- At the last senate meeting, we did get a lot done. However, there is still a lot left. Some of these have been pending for quite a while. We want to make sure that we get through these. I think most are straight forward.
 - Mike – I thought that we had requested the adequate programs for signatures. If so, that is on hold until we receive an answer back.
- There are four policies pending and Chapter 6 revision. From my own perspective, I would like to see these clear our books.
- I want to remind you that we have other items too. We have pending bills 441, 442, 443, 444, 445, 445, and 449. In addition, we put policy 02.01.52 on hold in regard to summer school.
 - Laird – The Provost suggested that we put a cap.
- There are a huge number of bills. I am in strong view that those policies should be at the top.
 - Carolyn – Decisions get made early for summer school, that policy could impact those.
 - Tim – We have to do that this calendar year.
- I want to call your attention to Bill 445. We passed first reading and it was sent to senate. Since they haven't done anything about it, we can recall that. You have to have had voted in positive favor in FSEC. I was one but it isn't best for me to make the motion.
 - Mike – I motion. Kader Frendi seconds.
 - Tim – All in favor of redoing the first reading. Ayes carry. Senate Bill 445 is back for reconsideration. We can send it to committee and decide it is dead.
 - Mike – I think Jeff's committee. I motion. Kader seconds.
 - Tim – All in favor. Ayes carry.
- Carmen Scholz, President Elect
 - I have received a number of bills. I have nothing else to report.
- Carolyn Sanders, Ombudsperson
 - No report.
- Mike Banish, Parliamentarian
 - No report.
- Laird Burns, Past President
 - No report.
- Kwaku Gyasi, Faculty and Student Development Committee Chair
 - We are completing the Faculty Equity and Development document and will submit to FSEC as soon as possible.
- Emil Jovanov, Undergraduate Scholastic Affairs Committee Chair
 - No report.
- Kader Frendi, Governance and Operations Committee Chair
 - We are reviewing the manual and handbook to make sure the committees are matching. We will need to make an election again.
- Jeff Weimer, Finance and Resources Committee Chair

- I am pleased to say that the RCEU Program is open to faculty for proposals. We will have the student applications until the first week of spring semester. Then we will allow faculty a week or two to interview the students. I am pleased that we have good support from so many. I just brought that policy forward to the committee and expedite comments.
 - Mike Banish, Personnel Committee Chair
 - I received my answer in regards to health check. It seems that we need some consistency. We have started to dive in Chapter 7.
 - Carolyn – Where is the Title IX policy?
 - Tim – It has been returned with the proviso that the senate is okay with it on a short term basis. Then in March, we want it reviewed. We were concerned there would be issues with standards.
- Bill 454:
 - Tim – This was submitted by a faculty member. Is there anyone that wishes to move to first reading or move to committee?
 - Carmen – I suggest we send this to committee because it pertains to changes with Chapter 7.
 - Tim – There is a motion to send to Personnel Committee. Kader Frendi seconds. All in favor. Ayes carry.
- Bill 455:
 - Tim – This was submitted by a faculty member. This refers to a change in Chapter 4.
 - Kader – I move to send to Personnel.
 - Tim – Is there a second? Carmen seconds.
 - Carolyn – Is there not a more efficient way to resolve this? Does it need to go back to committee? With respect to my colleague.
 - Mike – It would go to me. I agree with Carolyn.
 - Tim – In the vote on sending to Personnel Committee: the motion failed; majority against.
 - Mike – I move that it be adopted at first reading. Jeff seconds.
 - Tim – Let's vote on first reading (i.e., for sending to senate); ayes carry by majority.
- Bill 456:
 - Tim – Is there a motion to send to committee or senate?
 - Mike – The committee that Carolyn is serving on what?
 - Tim – It is an ad hoc committee to analyze practices of UAH Police Department. My understanding this bill is a permanent.
 - Carolyn – My committee is called advisory council.
 - Mike – I move that we adopt this on first reading. Carolyn seconds.
 - Tim – Let's vote on first reading; ayes carry unanimously.
 - Mike – I would like to motion that we limit the debate to five minutes. I don't know if we can do that?
 - Tim – Yes, that can be done. Is there a second? (Second by Carmen and Jeff.) In the vote, the time limit passed unanimously; there is now an order to set time limits on this part of the agenda, although it can be over-ridden at Senate.
- Bill 457:
 - Tim – This is submitted from a faculty member. Is there a statement to be made before motion?
 - Carmen – I want to add that this was received 10/29.
 - Kader – I move to send to Faculty and Student Development. Carmen seconds.

- Kwaku – Where was the lecturer mentioned in the bill?
- Carmen – I think China.
- Tim – At some point in the past there was a request to the FSEC to make a presentation on an aspect of this issue. My recommendation is to review the public record of that and anything in the newspaper; that's what is out there to go on.
- Provost – The FSEC presentation occurred in 2015. There was a lot of discussion in FSEC meeting in 2015 and it was recorded.
- Kader – It was in the fall.
- Carmen – This is very complicated. It stems from personal issues to general issues. Personal isn't an issue for the senate. Please be aware of that.
- Jeff – I think given the weight of this. I suggest it goes to Personnel as well. I motion to amend.
- Tim – Need a second ... Carmen seconds. Vote on amendment was all in favor. Let's vote on the motion to commit to committee, as amended—this will be sent to two committees. Ayes carry on sending to both Personnel and Faculty and Student Development.
- Motion needed to pass over Gift Acceptance Policy as the submitter notified us just before this meeting of an intention to resubmit a revised version later. Mike Banish moves, Kader Frendi seconds. Vote to pass over was then unanimous.
- Policy on Naming Opportunities at UAH
 - Mike motions to extend five minutes. Seconded by Kader. Vote was unanimous to extend.
 - Tim – I have one concern about this policy.
 - Mike – Motion to send to Finance and Kader seconds.
 - Tim – On the fellowship there is concept for a distinguished fellowship. There is a difference in the dollar amount. We need to list what makes it distinguished. On vote on sending to Finance and Resources, ayes carry unanimously with abstentions.
- Guidelines for Fundraising Policy
 - Carmen – Motions to send to Finance. Carolyn seconds.
 - Tim – This seems quite broad. This eliminates Go Fund Me. I ask for clarification on that. It appears it has to go through University Advancement.
 - Carolyn – In my department, we rely on donors. There is some language in there that I hope personnel will focus on.
 - Jeff – Send those comments to me via email.
 - Tim – Let's vote on sending to committee. On the vote, the ayes carry.
- Agenda:
 - Tim – I would suggest that we include last meeting items in the same order; bills approved today for first reading will follow them and also follow the February and March bills not yet considered on the Senate floor, probably resulting in some of today's bills being considered at a future meeting. Motion made by Carmen, seconded by Jeff to order the agenda that way. Ayes carry.
 - Mike – I would suggest that the Policy Department Advisory Bill be moved up ahead of the February/March bills and head of 454 due to timeliness, although we can limit debate on it to 5 minutes. Jeff seconds motion.
 - Tim – All in favor? Ayes carry.
- Motion to adjourn Kader Frendi. Mike Banish seconds. Ayes carry. Meeting adjourned at 2:32 PM.

Personnel-Committee Proposed Chapter 6 amendments (from Committee March 2020)

1.

The Graduate Council is an elected body representing the graduate faculty. The Council consists of the Dean of the Graduate School (non-voting, ex-officio chair); the Registrar (non-voting, ex-officio); and, a number of full members of the graduate faculty, specified as follows: each college with a graduate program (master's and/or doctoral) has two representatives elected by the faculty members of that college; and, two member appointed by the Faculty Senate. Members appointed by the Faculty Senate will be current Faculty Senators. A responsibility of the Faculty Senate representatives to the Graduate Council will be to provide the Faculty Senate President with the agenda and meeting minutes of the Graduate Council. It will be the responsibility of the Faculty Senate President to publish the agenda and meeting minutes of the Graduate Council in the Faculty Senate records. The term of an elected member is two years.

2.

The Council examines new policies, procedural requirements, new graduate courses and programs, graduate faculty appointments, student petitions, and other matters dealing with graduate studies. Graduate program creation, merger, or deletion requires the approval of the (Faculty Senate) Curriculum Committee. Matters related to specific courses and course changes, within graduate programs will not be reviewed by the Curriculum Committee. Matters dealing with academic policies and substantial changes in catalog are referred by the Graduate Council to the Council of Deans and Provost for approval before implementation.

3.

The Council examines new policies, procedural requirements, new graduate courses and programs, graduate faculty appointments, student petitions, and other matters dealing with graduate studies. Matters dealing with academic policies and substantial changes in catalog are referred by the Graduate Council to the Council of Deans and Provost for approval before implementation.

FACULTY SENATE MEETING

October 22, 2020

12:50 P.M.

Chan Auditorium

Present: Tobias Mendelson, Dilcu Barnes, Jose Betancourt, Candice Lanius, Joey Taylor, Kwaku Gyasi, Andrei Gandila, Kristin Weger, Christina Steidl, Mike Banish, Abdul Salman, Emil Jovanov, Bryan Messmer, George Nelson, Kader Frendi, Susan Alexander, Elizabeth Barnby, Azita Amiri, Donna Guerra, Amy Hunter, Mark Reynolds, Leiqui Hu, Jerome Baudry, Jeff Weimer, Harry Delugach, Seyed Sadeghi, Andrea Word, Sarah Roller, Ron Schwertfeger, Tim Newman, Carmen Scholz, Carolyn Sanders, Laird Burns, Darlene Showalter

Absent with Proxy: Kevin Bao, Amy Hunter, Melissa Foster, Huaming Zhang

Absent without Proxy: Sophia Marinova, David Allen, Jeremy Fischer, Fat Ho, John Mecikalski, Gang Li

Zoom Remote Participants: Ex-Officio: Provost Christine Curtis, Guest: President Darren Dawson, Laterrica Shelton, Christina Carmen, Huaming Zhang, Amy Hunter

- **Faculty Senate President Tim Newman called the meeting to order at 12:49 pm.**
- **Meeting Review:**
 - **Bill 439 passed second and third reading.**
 - **Bill 453 passed first reading.**
 - **Title IX with Proviso was accepted.**
- **Tim Newman, President**
 - I am issuing a presiding officer ruling. The decision is that items that were being debated while we adjourned will occur after calling to order and adoption of meetings. Seeing no objection, that will be the order.
- **Motion to approve FS Minutes. Kader Frendi approves. Carmen Scholz seconds.**
 - Ron – There are three corrections. On page one on the bottom, change Huntsville system to Huntsville City. Second one, ACT scores not be percentages. Thirdly, page six, Kwaku name is misspelled.
 - Tim – Any objection to changes. Minutes are amended as Ron mentioned.
 - Provost – It should be 27.6, not 26.7.
 - Tim – Any objection to this change? No objection. All in favor of amended minutes. Ayes carry.
 - **Accept Special FSEC Report. Carmen Scholz motions. Kwaku Gyasi seconds. Ayes carry.**
- **Tim - There were two statements produced by Undergraduate Scholastic Committee and FSEC. Kader Frendi moves. Mike Banish seconds. I want to commend the committees for their hard work on this. All in favor. Ayes carry.**
- **Accept FSEC Report October 15th. Kader Frendi moves. Azita Amiri seconds. Ayes carry.**
- **Second reading Senate Bill 439. There is no motion necessary. Do you wish to do second reading or prefer to pass over and allow administration to report?**
 - Mike – I motion that we finish this bill.
 - Tim – Any other discussion?

- Joey – The number of faculty senate representation, it says each seven full time faculty. That includes tenured, tenure-earning, research or clinical faculty. The lecturers are contract faculty. They are easily hired and easily fired. I am not sure how that makes them different in how they are counted. Secondly, we would like to protest the hiring practices of the administration. They replace tenure lines with non-tenured faculty. We have lost five tenured faculty and they haven't been replaced, and I don't expect them too. In my department we have 12 lecturers. Our lecturers teach about 50 courses a semester. According to documents, we are a department of eight. Therefore, we only have one faculty senate representative.
- Harry – I wanted to agree with the idea that the faculty senate is only tenured and tenure earning faculty. In my own department, while we have excellent teachers, if you ask our graduate students who their favorites are they say lecturers.
- Mike – I want to give more history. We actually tried to settle this several years ago with provisions that were soundly rejected by the administration. We had lecturers, senior lecturers, and one other title. We had placed a provision that a senior lecturer had a guaranteed three year appointment and one other five year appointment that was rejected. Administration has chosen to leave lecturers at one year. If we started to move on a path to accept lecturers to have a long term commitment, then I would fully agree. With everyone being one year due to enrollment excuses, at that point I can't support you.
- Joey – We only review lecturers every two years on three year appointments. What is the difference in their contract and everyone in this room?
- Mike – It is expected at the end that you will make tenure. It seems there is no expectation with lecturers. I think we need to come to an agreement first. Yes, lecturers are going to be a permanent part of this institution.
- Joey – How are they different from research faculty?
- Mike – Research faculty was supposed to be at a tenure level. I am happy to look at this as we go through these chapters. I am more than happy to do that.
- Jeff – One of the things that I have always seen is the critical balance that it strikes between the lack of representation for part time faculty and the gift of the administration to make it all part time faculty. How we would strike that balance is providing for the representation for these faculty and it not be abused? This is a critical thought. The other side is my sense is what the faculty senate body should be. I would hope that we wouldn't open the door to part time faculty.
- Joey – I am not talking about part time. I am trying to understand why lecturers are excluded from this body.
- Jeff – I think we know the need is there. My concern is just how we address it. I am balancing the concern of a department being a collection of full time lecturers.
- Joey – I am just talking about recognizing the lecturers as full time faculty. I am talking about who is here and who can have a voice.
- Carmen – Joey, I completely understand what you are talking about. You put it perfectly when UAH universe was created, we were built on faculty. Tenure is a gift and not present in any other profession. As a senate, we have to protect the gift of tenure. There are too many schools in this country where tenure was taken away. If we make them a part of the senate, the lecturers will be asked to make decisions on issues they will never have the luxury of enjoying. That is the discrepancy I am seeing. We are asking them to be a part of something they can't be a part of.
- Andrea – I may actually be the only person who climbed out of the black hole. I came on as part time and climbed to full time status. To Joey's point, from my experience of moving to

- lecturer to clinical faculty, there is no difference placed on me to my service to the institution. I am on a year to year contract. Having lived that life, I don't see any difference. I am serving on the faculty senate for the first time since I joined full time in 2004.
- Candice – I just wanted to echo and fully endorse Joey's comments. This is not a future problem, it is now. I was no longer allowed to be a senate member because we are primarily a lecturer department. I think lecturers should be included in the count.
 - Tim – It is my recollection that no unit could have majority of its membership be lecturers. I will express my disappointment that in the English department, that appears to be the status.
 - Mike – I will say that the model that we have talked about is many institutions have a lecturer/research staff have a separate body. That was also approached but was shot down. There is the approach of having a third body.
 - Joey – The point too that I made is specifically speaking to Carmen and Kader. We need to be tenured earning. We need to replace tenure earning with tenure earning. You are protesting that by silencing lecturers. A lot of lecturers leave us and take tenure earning positions elsewhere. These are people that unfortunately don't have job opportunities available. They shouldn't be punished for being hired as lecturer. Creating another body would dilute the power of this body. We need to be all together on this and support one another. The clinical and tenure earning need the support from us. I would like to be able to hear them speak in here about their situations. A lot too is just about representation in here. The majority of our department is lecturer.
 - Christina Steidl – I agree with Joey. One place speaks to who is eligible to serve and the other is about how many senators a body gets. We need to consider how many seats a department gets to include these faculty.
 - Christina Carmen - I am from MAE Department. Just as Joey said, I see both sides. I think it is very important to protect tenure and tenure earning. I don't think we should do it on a premise of suppressing those who have power. I think the real issue is to protect tenure and tenure earning faculty.
 - Kader – The problem that I have is if we have lecturers here and they don't speak up.
 - George – They are still afforded the opportunity to be here. You are completely writing off lecturers even if they do not participate.
 - Mike – What we are discussing now was not part of the original bill. I do like that we agreed that we would not have more than 50% of lecturers in a department. Personnel is going to take up Chapter 7 with robustness to look into this issue.
 - Jerome – Who do we represent as a faculty senate body?
 - Carolyn – That is an important point. I am in a department with seven tenure track faculty, lecturers, and several part time. My role is to represent all those populations, not just tenure and tenure track. Joey made an important point. Do we do this adequately as we are? It is important that all faculty know we are representing their needs.
 - Harry – I think any scheme against lecturer is unfair. I think if we include all lecturer that makes us more powerful.
 - Andrea – One last thought, I understand we may separate these discussions. The life of a lecturer is complex at this institution. I was responsible for leading the revision of Gen ED for the institution with other lecturers. They will be different across different departments.
 - George – I wanted to add that getting additional perspective from less established positions would be crucial. As far as faculty representation, if you have one senator who is supposed to cover eight faculty and 20 lecturers, that makes their job more difficult.

- Tim – Should Bill 439 be adopted? Ayes carry. Senate Bill 439 is passed on second and third reading.

➤ **Administrative Reports**

- President Dawson:
 - In the report I have a number of facility projects. I won't go over those in detail. Many of those are still on target to move forward to completion.
 - Update on recent police incident – I think you have read the statements made about this incident. I have met with the mother, father, and the son here on campus. I apologized again. We continue to look for ways to improve our service to the community. We will develop an action plan for accountability and improve training. We did implement corrective action. Tim and I had an exchange about putting together a committee to look at the police force from a faculty/staff approach.
 - We are proceeding with a pilot program that we are taking to the BOT to offer in state tuition to Tennessee residence. We offer in state tuition to bordering counties, but we want to see if we can broaden our enrollment.
- Provost Curtis:
 - I want to let you know that we are finishing the interviews for College of Science Dean search this week. We will collect input and hear from the committee. We hope to offer the position to one of the two.
 - Dean Clanton was reappointed to College of Professional and Continuing Studies.
 - We met twice with the commencement committee. The committee recommended after receiving the survey back that we have commencement at the VBC. We are looking at having two ceremonies each day. Family groups will sit together. Faculty may come to these ceremonies but will need to get a ticket. The only reason that wouldn't occur would be if more graduates attend with family.
 - We will talk January 13th and no spring break. Commencement will be as normal.
 - We appreciate the scholastic affairs and FSEC on the work of the ACT Test Optional Pilot. We appreciate their input. We have submitted our request to the system office. It will be an administrative item. A press release will go out shortly. We will have normal admissions, 2.9 GPA and 20 ACT. The input was that the President decided to have a lower GPA of 2.7 since it is a pilot. There is some flexibility. Some students can bump their grade points. We may can let some in as they start working harder in their senior year.
 - The Faculty 180 Governance report. I asked Derrick Smith, the co-chair, with Suzanne Simpson to write a report for you. There have been changes that were forced upon us. When we purchased Faculty 180, we had the recommendation to use Faculty 180 group. This past year we used the evaluation software for Faculty 180, it worked. We had a plan of implantation for that software. Now the company is saying they won't support the software. We already purchased the RPT Software. There are a few faculty that asked to use this software. The governance committee has been studying this situation. They are recommending that all reappointments follow the RPT Software. They think it is intuitive. They will provide training for those going through reappointment and those who are reviewing the reappointment. Included in the administrative brief, I have included the entire report from Derrick and Suzanne. I am sure that Derrick will be happy to answer any questions.
 - Pass/Withdrawal – Many have asked if we had to do it. I promised that the prerequisite for grades would be honored, we are doing that. We are working to

figure out if there is an automatic way to do that. We are going to have to ask the colleges to assist in this prerequisite check. We are going to work together to ensure that students who are not ready to move on, will not. If anyone wants the FAQ's, I will send those to you.

- Before we made the final decision to go to pass/withdrawal, we need a survey. I have sent the surveys to Tim. This is a synopsis. Additional information will be sent to Tim and Carmen soon. I don't know if the full surveys have been shared with the senate. This will give you a snapshot of the results.
 - Tim – I have not shared that to everyone. If you want it, I will send it out.

➤ **Emergency Resolution**

- Laird – I would like to make a motion to introduce an emergency resolution in relation to sexual harassment. Jerome seconds.
- Laird – I want to highlight some things. I ask that you consider these issues. I have provided documents that this policy violates. The goal is to inform and better police implementation. Consideration of prior of UAH investigations, there are examples. There was a case of retaliation. A senate member went directly to administration after a ruling was overturned. The VP of Research alleged that faculty member conducted classified research in an unclassified room. When they came to search the office, there was no basis of this reasoning. There are several cases in this document. Figure 1 on page six, there are 426 potential violations.
- Tim – The motion at hand is for Senate Bill 453. Emergency bills doesn't avoid three reading rule. The motion is to approve on first reading. It requires a 2/3 vote. All in favor of approving first reading Senate Bill 453. Passed on first reading.

➤ **Officer/Committee Reports**

- Tim Newman, President
 - Three members have accepted to serve on the Task Force – Tim, Mike, and Kader
 - I want you to know that our first item of meeting was the police incident when we met with the Provost. I am happy with the way the President has responded to this.
 - I served on the Returning to Campus committee, more faculty presence is desired.
 - I am disappointed that the recommendations on the ACT Optional was not taken.
 - I submit to you that we have an issue with shared governance.
 - Carmen and I spoke about COVID related issues with administration. I share your frustration. Many faculty members have shared your concern about getting COVID, the frustration of setting up the class, the course preparation in Canvas takes longer, Canvas is tedious for grading. I have heard from you that your students are absent. You are dealing with cheating and students aren't studying. I have heard from you that our recording equipment doesn't work. I heard your unease of your students understanding the recording. I understand we have a shallow understanding of this mode of delivery. I am trying to make change my friend. I am struggling. This morning I pulled information from the Atlanta Reserve. UAH faculty is making 12% less than the peer. With a promotion, they are 5% behind. I did someone 10% behind their peer and no promotion, they are 25% behind their peer. We have an issue at UAH and shared governance. Our salaries are falling behind. You are not being paid at large. I want you to know that we as officers understand and empathize with you.

➤ **Title IX**

- Laterrica Shelton

- The new Title IX regulations that were released around May. The Department of Education gave us a very short timeline to implement these regulations. We had to implement by August 15th. These regs are more prescriptive than the regs we were operating under. The scope of enforcement – in terms of the new Title IX - spells out where it occurs. This is the part that we are working with campus Dean of Student. Three sets of procedures – because only certain conduct falls outside Title IX, but under sexual conduct, we can handle under Title IX. We decided three sets of procedures would be the best approach. These apply for faculty, staff, and students. We can't make many changes because they are straight forward in the regulation. We talked to a consultant and is an expert working with universities. There may be some updates. Every school is trying to figure out the best approach to this. There were changes to the definition of sexual harassment. There is no longer mandatory reporters. We do encourage you to report. We have listed responsible employees. A formal complaint isn't filed until the student goes through the process and reported.
 - Tim – Is there a motion to extend by five minutes? All in favor. Ayes carry.
 - Tim – I need a motion to express their thoughts on this? Carmen moves. Carolyn seconds. Ayes carry. Is there an amendment to introduce? Kader moves. Carolyn seconds. All in favor of amendment. Ayes carry. The new motion is to accept the Title IX with proviso. We want it to come back to the senate again. All in favor. Ayes carry.
 - There are some ballots for two positions. Please grab one for you and proxy. Please give those to Kader, Dilcu, and Ron. We will announce results remotely.
- Adjourned at 2:27.

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
NC-SARA PROFESSIONAL LICENSURE NOTIFICATIONS**

INTERIM

Number	02.01.
Division	Academic Affairs
Date	July 1 2020
Purpose	The purpose of this policy is to codify the university-wide process for collecting and reporting student location data in accordance with federal, state, and the National Council for State Authorization Reciprocity Agreements (NC-SARA) reporting requirements. The policy documents how disclosures are provided to students in educational programs that lead to professional licensure, including whether the University of Alabama in Huntsville's academic programs meet licensure requirements in the state where the student is physically located (student's residency).
Policy	The University of Alabama in Huntsville (UAH) is committed to complying with all requirements issued by federal regulations 34 CFR 668.43(a)(5)(v), 34 CFR 668.43 (b) Institutional Information, 34 CR 668.43(c), 34 CFR 668.72 Nature of educational program, and states and U.S. territories and by NC-SARA regarding the offering of educational programs and activities to students located outside the State of Alabama. UAH complies with:

1. The requirement of federal state authorization regulations to develop a process to determine the location of its students' educational activities. This includes determining the student's state location upon initial enrollment in an educational program, and, if applicable, determining when UAH formally receives information from the student that their state location has changed;
2. The requirements by NC-SARA to report the number and location of UAH students engaged in distance education and all UAH students in out-of-state learning placements (clinical rotations, student teaching, internships, etc.);
3. The requirement by NC-SARA and federal regulations to make public disclosures for students enrolled in any educational program, no matter the method of delivery, designed to meet educational requirements for a specific professional license that is required for employment in an occupation, or is advertised as meeting such requirements advising whether their successful completion in that program will enable or qualify the student to take the exam and/or to practice in their chosen profession in the state where the student is located, and that require UAH to make individual disclosures to current and prospective students that a program leading to professional licensure does not meet educational requirements in states where students are located or that no determination has been made; and
4. The requirements by the Alabama Commission on Higher Education (ACHE) to identify educational programs designed to lead to licensure or certification required for employment in an occupation, to report educational programs offered through distance delivery, and to collect related enrollment data.

Procedures UAH is required to determine the states in which UAH students are located for the purpose of disclosing professional licensure information about educational programs to meet requirements for a state-specific professional license that is required for employment in an occupation, or is advertised as meeting such requirements, no matter the method of instructional delivery. NC-SARA provisions also require that UAH keep all students, applicants and potential students who have contacted UAH about a program leading to licensure or certification informed as to whether successful completion of the program meets state licensing or post-licensing requirements. NC-SARA provisions also require that UAH report the number and location of UAH students engaged in distance education and all UAH students in out-of-state learning placements (clinical rotations, student teaching, internships, etc.), no matter the method of delivery. To comply with these requirements, and similar requirements of the ACHE, relevant UAH faculty, staff, and students will adhere to the following procedures.

A. State of Residence (Permanent/Home Address)

A student's state of residence is self-reported during the admission process and prior to registering for courses. Undergraduate Admissions, Graduate Admissions, and Office of the Registrar will accurately capture the student's reported state of residence (Permanent/Home address) upon admission.

A UAH student's reported state of residence upon admission will be the student's location for the purpose of state authorization or professional licensure program disclosures prior to the student's enrollment in the program, unless UAH formally receives from the student written information to change the student's location different from their documented residence.

Formal receipt of information regarding a change in a student's state location may occur when

- the student changes/updates the state of their permanent or local mailing address through the Banner Self-Service tab in myUAH, or
- the director of a student's academic program is notified in writing of the state where a student's offsite learning placement occurs, or
- the director of a student's academic program is notified by the student, in writing, of the state in which the student intends to obtain professional licensure or of the fact that the student's location has changed to another state.

B. Student Responsibility for State of Residence

Once admitted to UAH, it is the student's responsibility to voluntarily verify/update their state of residence (Permanent/Home address) in the Banner Self-Service tab in myUAH any time that information changes. If a student changes their Permanent/Home address while enrolled in a program leading to professional licensure, the student must notify the academic department within seven (7) calendar days of that change to determine if they are still able to complete program requirements in the new residential location. If at all possible, the institution encourages the student to make this determination prior to a change of residence since all state requirements are different.

C. Individual Disclosure to Prospective UAH Students or Newly Admitted Students to Programs Leading to Licensure or Certification

Prospective or newly admitted students in a degree program that are eligible for and/or likely lead to a professional certification or licensure, no matter the method of delivery, will receive from UAH, prior to the student making a financial commitment to UAH, a written disclosure (via email or other electronic communication, or postal mail) stating whether the UAH degree program meets the educational requirements for licensure or certification based on the student's location. The disclosure will occur prior to the student being permitted to register for courses in the degree program.

This individual disclosure will state either that the program's curriculum:

- a) meets the state educational requirements for licensure in the state in which the prospective student or newly admitted student is located; or
- b) does not meet the state educational requirements for licensure in the state in which the prospective or newly admitted student is located; or
- c) that UAH has not made the determination (in which event, UAH will provide the current contact information for any applicable licensing boards and will advise the student to determine whether the program meets requirements for licensure in the state where the student is located).

Disclosure notification is included in Admission/Acceptance letters and email deployed after admission decisions. Academic departments that offer educational programs leading to professional licensure must submit updated licensure information to the Director of Institutional Research & Assessment

prior to the beginning of each academic term. Periodic review of student location will be conducted by the University Registrar to make sure students in programs leading to professional licensure have not been impacted and if so documentation will need to go out to the student at that time notifying them of the impact of the change of residency to their degree program of study. Academic Departments that offer educational programs leading to professional licensure, no matter the method of instructional delivery, must notify the Director of Institutional Research and Assessment of any changes in information provided on its Professional Licensure website as well as contact information of the individual in the department responsible for maintaining this information.

D. Individual Disclosure to UAH Students Currently Enrolled in Programs Leading to Licensure or Certification

For students currently enrolled in a degree program that is eligible for or likely to lead to professional certification or licensure, if UAH determines at any time that the program's curriculum does **not** meet state educational requirements for licensure in the state in which the enrolled student is located, then UAH will notify the student in writing (via email or other electronic communication or postal mail) within fourteen (14) calendar days of UAH making such determination. In addition, UAH will send an individualized disclosure to the student upon formal notice of the student's relocation (see Student's Responsibility to Update Address/Location above), within fourteen (14) calendar days of being officially notified of the student's relocation, if the student relocates to a state where the program either does not meet the educational requirements for licensure, or UAH has not made such a determination.

Academic departments that offer educational programs leading to professional licensure are responsible for determining if the program's curriculum meets or does not meet state educational requirements for licensure in the states in which its enrolled students are located and monitoring changes to those educational requirements. Academic departments are responsible for notifying students in writing within fourteen (14) calendar days if changes to requirements and/or student location impact the ability of students to obtain professional licensure. Any documentation should also be copied to the Director of Institutional Research & Assessment.

E. Out-of-State Learning Placements

For NC-SARA reporting, it is the responsibility of every academic department to accurately capture the location (state) of each student's out-of-state learning placement (OOSLP) for which the academic department is awarding credit.

Out-of-state learning placements are described as those that meet the following four criteria:

1. The placement is outside the State of Alabama;
2. The placement involves the physical presence of the student at the out-of-state location(s);

3. The placement is an activity required for degree completion or professional licensure; and
4. The placement is offered for credit and/or offered for a fee.

All academic departments with out-of-state placements meeting the above criteria must report the number of OOSLPs by program and state within the most recent calendar year to Director of Institutional Research and Assessment (or designee) by May 15 of each year. A template for reporting will be submitted to college Deans each year for completion to accurately report student data by degree program CIP code.

F. Areas Impacted

The Undergraduate and Graduate Admissions, Office of Financial Aid, Office of the Registrar, department chairs and deans, faculty/staff approving off-campus learning placements, and faculty with oversight in academic departments/colleges that offer educational programs leading to professional licensure or faculty or staff who advertise programs as meeting specific professional licensure or certification requirements and all students.

Employees who fail to comply with this policy are subject to The University of Alabama in Huntsville's discipline policies.

G. Other References

[34 CFR § 668.43\(c\)\(1\)](#)

[34 CFR § 668.43\(c\)\(2\)](#)

[34 CFR § 668.43\(a\)\(5\)\(v\)](#)

[34 CFR § 600.9\(c\)\(2\)](#)

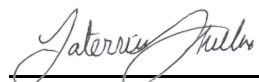
NC-SARA Data Reporting Handbook

NC-SARA Manual

Review

The policy will be reviewed by the Office of the Provost for compliance each academic year as required for NC-SARA and Integrated Postsecondary Education Data System (IPEDS) reporting. The policy content will be reviewed every three years for consistency or as needed to comply with federal regulations.

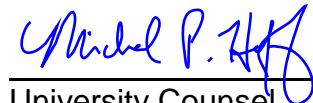
Approval



Campus Designee

07/01/2020

Date



University Counsel

7/1/20

Date

Provost and Executive Vice President for Academic Affairs

7/1/2020

Date

APPROVED:



President

06/01/2020

Date

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

COMMUNICABLE DISEASE POLICY

Interim

Number 02.01.51

Division Academic Affairs

Date October 29, 2014

Purpose To establish an organized systematic process and guidelines for the effective and appropriate management of issues relating to communicable diseases affecting members of the campus community at The University of Alabama in Huntsville ("UAH" or the "University") with the goal of providing a safe learning, working, and living environment for all UAH students, employees, and visitors.

Policy

The University recognizes that certain medical threats can jeopardize the health, welfare, and safety of the University community. This policy provides a framework for assessing risks related to communicable diseases and makes recommendations regarding a response to such risk(s), educating the community about such risk(s), and for facilitating other preventive measures.

Scope

This policy applies to all University students (including those enrolled in Continuing Education classes and other non-credit classes), faculty and staff employees (whether full-time, part-time, contractors, or others associated with the university), and all on-site contract workers (i.e., food service workers, hotel staff, etc.) and visitors (as defined under the Definitions section of this policy).

Definitions

A. 1. Communicable Disease: Any disease that can be spread (transmitted) directly from one person to another. A disease that can spread very quickly and easily from person to person by means of contact or close proximity is a

communicable disease. An infectious disease is an illness caused by germs or organisms, such as bacteria, viruses, etc. While not every disease is ~~contagious~~ or communicable (e.g. food poisoning), some are (e.g. influenza). This policy is concerned with those infectious diseases that are highly communicable or ~~contagious~~, posing a significant risk of widespread transmission in a university setting and that pose a significant threat to the life or health of others. All references to “communicable diseases” herein are to be understood as having that more restricted meaning.

A. 2. Certain communicable diseases such as rubella (German measles), measles, mumps, pertussis (whooping cough), or influenza can be minimized or prevented through vaccination requirements. Other communicable diseases such as tuberculosis (TB), COVID-19, SARS, MERS, and Ebola currently do not have vaccines.

B. Communicable Diseases: Communicable diseases are spread from person to person. For example, a communicable disease may be spread through direct physical contact like touching the person who has the infection. Another way is when an infectious microbe travels through the air after somebody nearby sneezes or coughs.

C. Personal Protective Equipment (PPE): Protective clothing, helmets, goggles, masks, or other garments or equipment designed to protect the wearer’s body from injury. PPE may also minimize the risk of spread to others around you.

D. Pandemic: A pandemic is the worldwide spread of a new disease that usually affects a large number of people. A pandemic occurs when a new virus emerges for which people have little or no immunity and for which there is no vaccine. The disease spreads easily from person-to-person, causes serious illness or fatality and can spread across the country and around the world in a very short time.

E. Employee: Any full-time or part-time employee of the University, including, but not limited to: exempt and non-exempt staff, faculty, part-time faculty, graduate assistants (GAs), graduate research assistants (GRAs), graduate teaching (GTAs), J-Scholars, post-doctoral fellows, student workers, and on-call, temporary, leased and contract employees.

F. Student: Any individual enrolled at the University in any of the recognized admission categories (undergraduate, graduate, visiting scholars, continuing

education, etc.) and currently taking courses, whether in-person, remote, online, or hybrid, on a full-time or part-time basis.

G. Visitor: Any non-employee, visiting trainee, or non-student present on the University campus or at any University-controlled location for any purpose, business or personal. This includes both invited and uninvited guests. All invited international visitors to campus should have an International Visitor Form on file with the Office of International Services or Office of Research Security per State and Federal Regulations and outlined in the International Visitor Memo dated 09/03/2019.

H. Medically-confirmed diagnosis: A medical diagnosis performed by a licensed health care provider based on information from sources including but not limited to a physical examination, interview with the individual or family or both, medical history of the individual and family, and/or clinical findings as reported by laboratory tests and radiologic studies.

General Policies

A. Basis for University Actions. In dealing with the presence of a communicable disease on campus, the University will seek to protect the rights, safety, and well-being of the University community at large as well as individuals within that community. In its actions, the University will be guided by medical advice that is current and well-informed and by the circumstances presented by each case; including the campus population that is already protected via vaccination. The University is also committed to complying with federal and state laws, such as the Americans with Disabilities Act, the Rehabilitation Act of 1973, the Family and Medical Leave Act, etc., regarding rights of individuals with a communicable disease, including the right not to be subjected to unlawful discrimination.

B. Other University Policies. This policy will be interpreted and implemented in a manner that is consistent with applicable University student and employment policies regarding illness and disability.

C. Outreach. When a communicable disease threat has been identified, the University will develop and maintain educational programs and outreach to provide students and employees information about communicable diseases to which they may be at risk. These programs and outreach efforts will endeavor to utilize the most current medical and scientific information available, and they will address both contagion information and prevention measures, such as

vaccinations. When circumstances require it, the University will work with state and local public health and other local authorities to institute community containment measures, such as closing and re-opening the University.

D. Testing and Medical Care Resources. The University will identify and provide information to students and employees about sources of competent and confidential testing for communicable diseases. The University will further identify sources of qualified medical care for communicable diseases and encourage those with such diseases to utilize such sources. In the event of a pandemic, the University will work with the local health department, health care facilities, and testing laboratories to meet the needs of the University community.

E. Individualized Approach. Decisions involving students, employees, or visitors with communicable diseases will be made on a case-by-case basis, taking into account the medical facts presented as well as the need to maintain confidentiality and to serve the best interests of all parties involved.

F. Implementation Responsibility. The UAH Communicable Diseases Management Team (CDMT), in consultation with the Office of Dean of Students (for student concerns), Office of Academic Affairs (for faculty concerns) and/or Human Resources (for staff concerns), with guidance from the Office of Counsel, shall officially interpret and implement this policy and shall revise or modify it as necessary to meet the changing needs of the University. (See Section G for CDMT Composition).

G. CDMT Membership. The CDMT will be composed of regular members who will participate on an ongoing basis with respect to general committee activities and functions, and ad hoc members who will be added to the committee as needed to assist with committee functions and activities in addressing a specific communicable disease case.

1. Regular members (12 members):

- Provost and Executive Vice President for Academic Affairs, co-chair
- Vice President for Student Affairs, co-chair
- Director, Faculty/Staff Clinic
- Director, Student Health Clinic
- Director, Risk Management
- Chief of Police
- Associate Vice President for Human Resources
- Representative from SGA

- Representative from Staff Senate
- Representative from Faculty Senate
- Director, Counseling Center
- Director, Environmental Health and Safety

Specific Policies

A. Personal Protection. In the event of possible exposure to blood and other body fluids and to sources of contagion, students and employees must use appropriate PPE to prevent contact with blood and other body fluids and to prevent exposure in contagious environments in accordance with guidelines and universal precautions established by the U.S. Public Health Service, in accordance with requirements established by the Occupational Safety and Health Administration (OSHA) as published in 29 CFR 1910.1030, and in accordance with the University's Bloodborne Pathogen Exposure Plan. In the event of a pandemic, the Faculty and Staff Clinic and Student Health Services will identify critical PPE needed to support a surge in demand and take steps to have those supplies at hand.

B. Immunization. The University requires students, certain employees, and visitors to have completed immunizations in accordance with the University's Immunization Policy. The University's Immunization Policy delineates all required vaccinations. The University will further publicize and, where feasible, assist with the administration of optional immunizations and vaccines for members of the campus community.

C. International Travel. Any student, employee, visitor, J1 Scholar, post-doctoral fellow, or invited guest who travels on a University-related business trip to an area identified by the Centers for Disease Control (CDC) as being impacted by the transmission of a communicable disease may be required to submit to appropriate screening or other more restrictive measures such as self-quarantine for the disease(s) in accordance with CDC recommended guidelines. Any student or employee traveling on non-University related trips to an area identified by the CDC as impacted by the transmission of a communicable disease may be required to self-report to the Student Health Clinic and submit to appropriate screening or other more restrictive measures such as self-quarantine prior to returning to campus. The decision for testing will be made following CDC guidelines and the Policies on Heightened Risk for Faculty and Staff and Heightened Risk for Students. The CDMT will assist in helping faculty and staff understand the guidelines.

D. Confidentiality. All medical information and records about an individual will be treated as private and confidential and will be handled in compliance with legal requirements, including those set forth in the Health Insurance and Portability Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA), with applicable University policies, and with professional ethical standards.

1. The University will implement and maintain procedural safeguards to protect the privacy interests of persons in the campus community who have a communicable disease.
2. The University will not disclose the identity of any employee or student who has a communicable disease, except as authorized or required by law; except as may be necessary, on a “need to know” basis, for the administration of this policy; and except as is consistent with University policy.
3. The University’s Office of Counsel shall be the custodian of CDMT records, both electronic and hardcopy. Records shall be maintained in accordance with applicable state and federal records retention requirements and with existing University records retention policies.

E. Pandemic. To prepare for the most severe health scenario to affect the campus community – that of a highly infectious and fatal virus entering the United States – the University may do as follows:

1. The University may need to suspend in-person classes and close the campus for some number of weeks or months until the rate of transmission of the virus begins to reasonably subside.
2. The University shall follow guidelines from the Alabama Department of Public Health (ADPH) and from the CDC.
3. The decision to suspend in-person classes and close the campus will be made by the President in conjunction with the Chancellor of The University of Alabama System and the Board of Trustees of The University of Alabama and based on the recommendation of the Alabama Department of Public Health, Emergency Management Team, and other appropriate entities.

Procedures

A. Reporting Requirements. The University will comply with legal requirements regarding the reporting of communicable diseases. See § 22-11A-1 et seq., Alabama Code (1975, as amended) (reporting of notifiable diseases and health conditions) and Alabama Department of Public Health, Rule 420-4-1 Appendix I - Alabama Notifiable Diseases/Conditions.

B. Notification.

1. Any person who has a reasonable basis to believe that a member of the campus community (a student or a faculty or staff employee, or a visitor) has a communicable disease that could potentially pose a significant threat (serious illness or death) to the health of others will report that information to the CDT. This duty to report applies to the infected individual as well.
2. Upon receiving such a report, the CDMT will meet as soon as is practicable.

C. Infected Individual - Responsible Action. A University individual who knows, or has reason to believe, he or she has a communicable disease is expected to obtain expert advice from a licensed health care provider about the known or suspected health condition and, if indicated, to obtain follow-up treatment. Such individual is obligated, ethically and legally, to conduct himself/herself responsibly in light of such knowledge, so as to protect other members of the University community.

D. Restrictions – Authorities to Impose and Rescind. This policy authorizes the Vice President for Finance and Administration (for staff-related incidents and incidents involving visitors), the Provost and Executive Vice President for Academic Affairs, the Vice President for Research and Economic Development, and the Vice President for Student Affairs (for faculty-, research staff- and student-related incidents) to impose health-related restrictions and to remove such restrictions when an infected individual meets the requirements set forth in the section below. Such restrictions may be based upon recommendations from the CDMT and collaborating entities based upon the location of the individuals and the collaborating organization.

E. Infected Individuals - Restrictions.

1. A University employee who, based on a medically confirmed

diagnosis, is known to have or, based on reasonable evidence, is suspected of having a communicable disease may be excluded from the workplace and will be granted emergency leave in accordance with UAH employee leave policies and CDC guidelines until the requirements stated in Paragraph F below are satisfied.

2. A University student who, based on a medically confirmed diagnosis, is known to have or, based on reasonable evidence, is suspected of having a communicable disease may be subjected to certain limitations until the requirements stated in Paragraph F below are satisfied. Such limitations may include restricting the student from attending classes and obtaining meals in UAH dining facilities, assigning the student to a different campus residence facility or, if a commuter student, asking the student to remain off-campus.

3. A visitor to the UAH campus, who, based on a medically confirmed diagnosis, is known to have, or, based on reasonable evidence, is suspected of having a communicable disease may be subjected to certain limitations until the requirements stated in Paragraph F below are satisfied. Such limitations may include restricting an individual from attending University-sanctioned functions, restricting entry to campus residential and food service areas, etc.

4. Such limitations must be based on a medically confirmed diagnosis of a communicable disease and a medical judgment that the limitations are necessary or appropriate for the health or welfare of the infected individual (e.g., a student requires care that cannot reasonably be provided in the University housing setting) and/or the health or welfare of other members of the University community (e.g., an employee is contagious or is demonstrating behaviors that place others at risk). Such limitations should also be included in the recommendations developed by the CDMT after its review of the circumstances involved in a specific communicable disease case.

F. Return to Work or School. Before limitations imposed on an individual student, employee, or visitor who has been diagnosed as having a communicable disease can be removed, the individual must present a written statement from the attending physician or a qualified care provider indicating that the individual is no longer contagious and, as of a specified date, is able to return to work and carry out the essential functions of the job (in the case of an employee) or is able to return to classes and carry out normal academic and campus activities (in the case of a student). In the event of a pandemic, the

decision to resume in-person classes and open campus will be made by the President in conjunction with the Chancellor of The University of Alabama System based on the recommendations of the ADPH, and/or as directed by local, state, or federal authorities.

G. Reporting Line. The CDMT will have an administrative reporting line to the President of the University during normal University operations. The CDMT will report to the designated University Incident Commander in the event the University's Emergency Management Operations Group has been activated as a result of a community-wide communicable disease threat.

H. The CDMT will direct its recommendations regarding restrictions to the following University administrators: Vice President for Finance and Administration for recommendations affecting staff employees and Provost and Executive Vice President for Academic Affairs for recommendations affecting faculty and/or students. These officials have the authority to impose the recommendations of and restrictions from the CDMT on University staff, faculty and students for the health and welfare of the individuals and of the community.

I. Co-Chairs. The Co-Chairs will together and in coordination with the President serve as the University spokespersons to the public for all matters relating to the management of a campus situation involving a communicable disease.

J. Authority. In the interest of campus public health and safety, the CDMT is vested with authority to investigate communicable disease reports and recommend courses of action relating to the prevention and/or containment of reported communicable disease threats. Based on this responsibility, it has a recognized interest in and right to know about employee and/or student health information pertaining to a communicable disease. In the event of a pandemic, the President will lead and assemble a team to make decisions on behalf of the University and the University community.

The CDMT does not prescribe medical treatment nor shall it have authority to act outside of established University chains of command.

K. Duties. The objective of the CDMT is to help prevent or contain a communicable disease outbreak and reduce the risk of future, adverse health-related occurrences resulting from a communicable disease. To carry out that objective, the CDMT will use a case-management based approach, defined as meeting an individual's comprehensive health needs through communication

and available resources to promote patient safety, quality of care, and cost-effective outcomes, to respond to reports of communicable diseases affecting the University. That approach shall guide the process from the initial information gathering stage to the making of assessments and to the planning and recommending of actions, strategies, policies, and practices. These duties will be carried out without delay.

The CDMT will have the following specific functions and responsibilities:

1. Receive information about individuals within the UAH community who have, or who are suspected of having, a communicable disease, or about a situation in which there is a significant risk of infection of members of the campus community such as in the case of a highly contagious disease or pandemic.
2. The CDMT will evaluate immunization status of faculty, staff, and students.
3. If appropriate under the circumstances, investigate the potential source of the disease, so as to identify campus members who may have been or may be exposed.
4. Be informed about developments concerning the particular communicable disease and the medical, biological, legal, financial, and public relations facts and issues that are pertinent to the disease and the situation presented to the University.
5. Obtain the most current recommendations about the management and prevention of the spread of the disease and, if appropriate, request vaccines and/or medications. Request additional professional and clerical assistance if deemed necessary.
6. Advise and make recommendations to the University, as appropriate and as outlined in this policy, concerning educational programs and prevention measures relating to the communicable disease that may be undertaken by the University for the benefit of the campus community. If deemed appropriate under the circumstances, provide education to the campus community about how to identify and report any signs and symptoms of the disease.
7. Advise and make recommendations to the University, as necessary and appropriate and where legally permitted, to protect the health of

other members of the University community who may be at risk from the infected individual and to protect the legal rights of the known or suspected infected individual. This may include the identification of recommended restrictions to be imposed on the known or suspected infected individual and the removal of such restrictions.

8. Provide information and education about the disease, to the extent deemed necessary and consistent with confidentiality considerations, to co-workers, roommates, classmates, etc. of the infected individual. When it is appropriate, provide information and education to the wider University community about the communicable disease and provide instruction on how to prevent the contagion and how to protect against the communicable disease.

9. Encourage a person known or suspected to have a communicable disease to seek appropriate medical treatment and counseling.

10. Notify the ADPH about the disease, if it is listed in ADPH, Rule 420-4-1 Appendix I - Alabama Notifiable Diseases/Conditions.

11. Advise and make recommendations to the University regarding the communication of information to the public and the media. Ensure that CMDT makes those recommendations for communication as soon as possible so that the larger University community can take necessary precautions

12. Coordinate with appropriate city, county, and state officials regarding screening for and the reporting and management of communicable diseases. With respect to a specific case, the committee may seek the latest recommendation about ways to manage and prevent the spread of the communicable disease, may request appropriate vaccines and/or medications, and may request additional professional and clerical assistance, if deemed necessary.

13. For pandemics, follow the guidance and controls placed upon the University by the ADPH and The University of Alabama System for returning faculty, staff, and students to campus.

14. Provide to the University President, through the Office of Counsel, an annual summary report of CMDT activities and incidences of communicable diseases affecting the University. This report will be made available to the UAH community upon request.

L. Related Policies and Resources. This policy will be interpreted and implemented in a manner that is consistent with applicable University student and employee policies and applicable government directives regarding illness and disability. Related documents include:

- UAH Campus Safety Guide – <http://safety.uah.edu>
- UAH Faculty Handbook – <http://www.uah.edu/faculty-senate/resources/164-facsen/2212-faculty-handbook>
- UAH Staff Handbook –Policy 06.02.01, <http://www.uah.edu/images/administrative/human-resources/StaffHandbook.pdf>
- UAH Student Handbook –Policy 03.03.04, <http://www.uah.edu/student-support/student-conduct/handbook>
- UAH Emergency Procedures Handbook –Policy 06.06.02, <http://www.uah.edu/facilities-and-operations/oep/plans>
- UAH Emergency Management Plan –Policy 06.06.01, <http://www.uah.edu/facilities-and-operations/oep/plans>
- UAH Student Health Center Immunization Information – <http://www.uah.edu/health-and-wellness/student-health-center/immunizations>
- UAH Immunization Policy –Policy 03.03.02, <http://www.uah.edu/health-and-wellness/student-health-center/immunizations>
- UAH Bloodborne Pathogen Exposure Control Plan: Policy 06.06.20, (<http://www.uah.edu/oehs?id=7692>)
- Centers for Disease Control and Prevention www.cdc.gov
- Alabama Department of Public Health www.adph.org

M. Contacts.

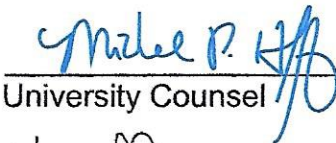
- Human Resources: 256-824-6545
- Academic Affairs Office: 256-824-6337
- Office of Dean of Students: 256-824-6700
- Faculty & Staff Clinic: 256-824-2100
- Student Health Center: 256-824-6775


Review

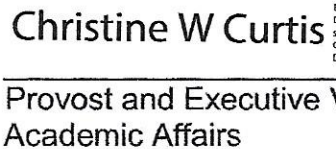
This policy will be reviewed annually by the CDMT, or more frequently if organization or situational changes warrant.

Approval

 _____ 6/30/2020
Campus Designee Date

 _____ 7/1/20
University Counsel Date

 _____ 07/01/2020
Vice President for Student Affairs Date

 _____ 7/01/2020
Provost and Executive Vice President for Academic Affairs Date

 _____ 07/01/2020
Vice President for Finance and Administration Date

APPROVED:

 _____ 07/02/2020
President Date

**** Faculty Senate acceptance contingent upon university-provided supply of appropriate software (such as Adobe Acrobat Pro) campus-wide to all units/faculty/staff needing to provide electronic signatures**

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

ELECTRONIC SIGNATURES

<u>Number</u>	02.02.XX
<u>Division</u>	Office of Information Technology (OIT)
<u>Date</u>	September 2019 <u>(as revised Sept. 24 2020)</u>
<u>Purpose</u>	The purpose of this policy is to establish proper user practices for electronic signatures.
<u>Policy</u>	<p>Federal and state law recognizes that an electronic signature has legal effect and is enforceable. To increase the efficiency of transactions that require approval or authorization by signature, the University supports the use of electronic signatures as long as their use meets legal and security requirements.</p> <p>This policy governs all uses of electronic signatures when conducting business on behalf of the University, including all business units and affiliated foundations. This policy applies to all University persons using electronic signatures.</p>

Definitions

For purposes of this policy, the following definitions apply:

Authentication. The assurance that an electronic signature is that of the individual purporting to sign a record or otherwise approving an electronic transaction.

Electronic Signature. A computer data compilation of any symbol or sound, or a series of symbols or sounds, attached to, or logically associated with, a record and executed and adopted by an individual with the intent to affix a signature to approve the record.

Record. A record created, generated, sent, communicated, received, or stored and signed or approved by electronic means.

Signature Authority. Permission given or delegated to an individual to sign a record (electronically or by hand), access specific University services, and/or perform certain University operations, including executing agreements that bind the University.

Procedure

Electronic signatures may be used to conduct University business as provided for by this policy. Electronic signatures may not be used when an applicable law, regulation, or University policy or process specifically requires a handwritten signature.

1.0 General

The University supports and may require the use of electronic signatures when conducting University business. The University, at its discretion, may elect to opt out of conducting business electronically with any party or in any transaction, for any reason or no reason. The University accepts an electronic signature in place of a handwritten signature in University transactions when a signature is required, **except:**

- in instances in which the other contracting party will not accept an electronic signature; or
- where applicable law, regulation, or University policy or process requires a handwritten signature or otherwise does not allow an electronic signature.

To determine if electronic signatures are used in an internal workflow/approval process, contact the applicable systems administrator or University office.

2.0 Validity

To the fullest extent permitted by law, the University accepts electronic signatures as legally binding.

An electronic signature is **not** valid if:

- applicable law, regulation, or University policy or process requires a handwritten signature; or
- the individual does not have signature authority to sign the record to approve the transaction.

The mere fact that an individual signs a record with an electronic signature does not guarantee that the record has been signed by an authorized person with the ability to sign, approve, or bind the University with such record. As defined by The Board of Trustees of The University of Alabama in Board Rule 406, only certain UAH officials have signature authority to sign contracts, agreements, and similar documents, which commit UAH to a course of action and bind the University on behalf of the Board of Trustees for The University of Alabama. For more information, see Board Rule 406. The individuals that have this authority are named in a Board Resolution and cannot delegate the authority to others.

Appropriate procedures must be used to confirm that the person signing the record has the appropriate authority. Authority to use an electronic signature to sign a document is the same as authority to sign using non-electronic methods.

3.0 Authentication

All electronic signature methods must be approved before use to sign documents. This includes all electronic signatures, whether internal only that do not commit the University or external and commit the University.

3.1 Electronic Signature Method Approval Process

For an electronic signature method to be approved, it must be approved by the Chief Information Security Officer (CISO) of the Office of Information Technology and the Vice President of the area utilizing the method, or the President of the University.

In order to be approved, an electronic signature method must:

- Include the ability to verify the authenticity of the signatory through a secure process that includes an audit trail and a final, tamper-evident digital certificate that is either embedded into the completed signed document, or bound to the document using encryption.
- Support the applicable business purpose and workflow; and
- Permit the information to be retrievable in the future and auditable.

When a method is approved, it will be added to the list described below.

3.2 List of Approved Electronic Signature Methods

The Chief Information Security Officer (CISO) for the Office of Information Technology will establish and keep an approved list of methods for electronic signatures. The listing will describe how to access the approved method(s). As additional electronic signature methods are approved, each method and how to access the method will be added to the list. The standard approved method is an Office of Information Technology issued digital certificate.

The Chief Information Security Officer, the Vice President of the area utilizing the method, or the President of the University have the authority to revoke approval of any approved method at any time and for any reason.

4.0 Retention

Electronic signatures and the associated data to validate the electronic signature are an integral part of the record. Electronically signed documents must follow the same record retention as those using handwritten signatures. The signature and means to verify it need to be maintained for the full records life cycle.

5.0 Responsibilities

All individuals with signature authority are responsible for activities conducted under their digital signature and are expected to take all precautions to safeguard their password, personal identification number (PIN), and signature files to prevent inappropriate use. Sharing of digital signatures, passwords, pins, accounts or other access tokens is prohibited by the Appropriate Use of IT Resources policy, located at:

<https://www.uah.edu/images/administrative/policies/02.02.03-AA-appropriate-use-of-it-resources.pdf>.

University employees are expected to report any actual or suspected fraudulent activities related to electronic signatures immediately to any manager or supervisor in the appropriate department, school/college, or other applicable unit or through other appropriate channels such as described in the IT Incident Reporting and Breach Notification policy, located at:

<https://www.uah.edu/images/administrative/policies/02.02.07-OIT-IT-incident-reporting-and-breach-notification.pdf>.

6.0 Non-Compliance

OIT personnel may take immediate action to abate identified issues impacting network, system or security operations.

Violations that constitute a breach of the Student Conduct Code, the Faculty Handbook, the Staff Handbook, University policy or any other applicable policy shall be subject to the appropriate disciplinary process.

7.0 Implementation

The Chief Information Security Officer (CISO) of the Office of Information Technology is responsible for the implementation of this policy, including developing and providing training to the University community prior to their authorized use of electronic signatures and developing and maintaining the repository of approved electronic signature methods on the OIT website in MyUAH, <https://my.uah.edu/>.

Review The UAH Chief Information Officer (CIO) is responsible for the review of this policy every five years (or whenever circumstances require).

Approval

Campus Designee

Date

University Counsel

Date

Provost and Executive Vice President for Academic Affairs

Date

APPROVED:

President

Date