

Faculty Senate Executive Committee

**Thursday, March 17, 2016
12:30 PM to 2:00 PM
Shelbie King Hall, Room 369**

Call to Order

1. Administration Reports

2. Officer and Committee Reports

- President Kader Frendi
- President-Elect Michael Banish
- Past-President Wai Mok
- Parliamentarian Tim Newman
- Ombudsman Officer Carolyn Sanders
- Governance and Operations Committee Co-Chairs James Swain and Monica Dillihunt
- Personnel Committee Chair Ramon Cerro
- Undergraduate Curriculum Committee Co-Chairs Eric Fong and Azita Amiri
- Finance and Resources Committee Chair Joseph Taylor
- Undergraduate Scholastic Affairs Committee Chair Eric Seemann
- Faculty and Student Development Committee Chair Lenora Smith

3. Approve the Agenda for Faculty Senate Meeting #566 March 31, 2016

- Approve Faculty Senate Meeting #565 minutes from February 25, 2016
- Administration Reports
- Senate Officer and Committee Reports
- Miscellaneous Business

4. Request for other items

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 EXECUTIVE MEETING

**March 17, 2016
12:30 P.M. in SKH 301**

Present: Azita Amira, Carolyn Sanders, Eric Seeman, James Swain, Kader Frendi, Lenora Smith, Monica Dillihunt, Michael Banish, Ramon Cerro, Tim Newman, Wai Mok, Joseph Taylor,

Absent without proxy: Eric Fong

***Guests: Provost Christine Curtis
President Altenkirch***

- Faculty Senate President Kader Frendi called the meeting to order at 12:31 pm.
- **Administrative Reports**
 - President Altenkirch
 - The full audit showed a negative asset rating. It was unusual because the rating is actually an A plus. It was unusual because it was a huge hit on investments and we had to book our pension liability for the first time. We have to be careful going forward.
 - The Board meeting is the 7th and 8th of April. It should be in the new building. They are delivering furniture as we speak.
 - Commencement is May 1st. The guest speaker is Jeff Sessions. We will give him an honorary degree. I have list of speakers going forward that was recommended. Senator Shelby already has an honorary degree and Board rules say they can only have one. Jeff Sessions does not have an honorary degree and he is not up for re-election this time. Commencement will be difficult to attend. Panoply will be going on at the same time. A lot of the roads will be closed off due to this. The front access to the arena is closed. Another event will be going on in the concert hall at the same time. We did look to see what could be done about this issue. We were unsuccessful.
 - Two policies will be posted today on the website. They are the Electronic Sign on Sparkman Drive and the Interim Hoverboard Policy. The hoverboard policy is to keep them out of the buildings. They can be used around campus outside, but not inside or charged inside.
 - Lastly, SACSCOC review team is gone. The preliminary report we received several months ago showed we were out of compliance in 17 standards; we got rid of 16 during the visit. The only standard we are still out of compliance is that we have a very small number of instructors that SACSCOC states do not have credentials to teach the courses they do. They made some recommendations regarding QEP. Both of these areas are easy to address. My impression is they thought we did an excellent job in the whole process. The Provost and her team did a great job.
 - Provost Curtis

- The committee was complimentary of everyone. They thought we did great as a university and how much everyone contributed. Yesterday they had lunch with faculty, students, and two board members. Then they asked us to bring together all the chairs for one session and then the deans. From what I hear, one of the topics was QEP. That was a question they asked that morning, “What do people think?” The Collaborative Learning Counsel was there and answered. They had discussions on the QEP with faculty and students. This was a topic people knew about and talked about. The committee was pleased to see how excited the university community is about collaborative learning. They did stress that we needed to be more specific on our implementation plan. We knew the weaknesses and they recognized them as well. They wanted to know specific plans and how we will implement them. We will send in a report to show what was changed. They want us to go more directly from our goals to our outcomes. They started asking early Tuesday. They aren’t being prescriptive but they are seeing it as a body of eight people, and they stated what they saw. It was a very thoughtful review of the QEP.
 - President – It wasn’t clear to me in the QEP if it comes back that we were in compliance.
 - Provost – It was recommendations. They asked us to address a specific standard. We went through the faculty recommendations. An early email stated we had problems. Some were solved and others stood as is. Basically, we ended up with ten individuals teaching part time that don’t have the SACSCOC approved credentials. We need a written policy that describes the criteria and the procedure to get approval for those teachers. I am going to ask the senate to create a policy and have a committee of five or six to create a draft. We need this quickly. Unfortunately, you aren’t here during the summer but that is when it is due. I would like to ask one person to participate.
 - Ramon – Was the objection no PhD?
 - Provost – No. I am waiting on the list. I am sure these teachers have Bachelor’s.
 - Ramon – There were no qualifications?
 - Provost – In these cases, they did not even after more explanation.
 - Kader – I think we talked about this after the final meeting. I learned a lot from yesterday’s lunch meeting with the faculty. There is a lot going on campus with collaborative learning. We need to have more of these discussions. They are helpful.
 - Provost – Let’s talk and set something up.
- Honor’s convocation is April 12th. This is university wide. Research posters will be in the library to celebrate research week. Starting around noon the different colleges will have their convocations.
- Faculty awards will be on April 14th in the Bevil Center. This will also be a celebration for QEP and SACSCOC. This will be to honor everyone for all their efforts towards this. We will honor the QEP team, committees, and the faculty senate.
- The College Academy will be starting this summer. Orientation will be July 23rd. It will be from 8:30 – 2:00. Carolyn Sanders is going to be the FYE teacher.
 - Carolyn – It will be interesting. We are determining the information to be used for students who just moved up from 8th grade. We want to

teach information that can be used. We will use the same FYE textbooks. We believe there are tools that can be utilized. It will be Monday thru Friday, 9:00 am – 11:30 am. It will be a collaborative learning environment.

➤ **Officer and Committee Reports**

- President, Kader Frendi
 - First, I have an apology I need to make to this committee and the full senate. I have agreed to a small change to the handbook that was sent to the BOT on January 7th. The change regarded the Dean of Students. I should have gone with the one we voted on or I should have gone back to the senate. Instead, I said I was fine with it. I am sorry for this action. I shouldn't have allowed this change without senate approvals. It is outside of my job description. There is a bill that goes along with this apology. Senate Bill 384 addresses changing back the description of the Dean of Students once we know what should go there.
 - Provost – At this point, I sent the original request to Kader asking that the language be changed because this is based on the previous Dean of Students. These are no longer the duties assigned to the interim Dean of Students. He is not in charge of most of the things listed. It is inaccurate. The job description of the Dean of Students, the interim, is not yet written. We don't know yet what that person will be in charge of.
 - Ramon – Should we keep it open?
 - Provost – We could find out what the current duties are of the interim dean. I know the interim is in charge of student judiciary, student behavior, and Title 9.
 - Eric Seeman – As we were discussing this at the last meeting on the handbook, we discussed modifying the language to state something to the effect of, "As duties assigned by policy X." Then the policy is put into place. It is much easier to modify policies than the handbook. We have flexibility as that position changes. The policy states the duties and the handbook references that policy. If the policy isn't correct, we update the policy.
 - Provost – The Dean of Students isn't even in Academic Affairs. It isn't within faculty jurisdiction.
 - Eric Seeman – If it isn't faculty jurisdiction, why is it in the handbook?
 - Provost – It is a hangover. Kader reminded me that I emailed him on January 7th. I have read through the chapters before we sent them to the board. I realized this was before we had a VP for Student Affairs. They do not report to the Provost. We don't have the authority or the faculty, to tell the VP what to do. That is why I came up with the language that I suggested to Kader.
 - Eric Seeman – If it isn't faculty jurisdiction, remove it from the handbook, or we need to change the title.
 - Carolyn – I think we had an unusual situation.
 - Provost – The Dean of Students was doing most of the duties of the VP for Student Affairs. The Dean of Students doing the behavior and helping students.
 - Ramon – The other question I have is can modifications be done without senate approval?

- Kader – It is not clear in the duties of President of the Senate. I am trying to prevent future quick decisions. Any more comments on this bill?
- Carolyn – It seems clear it shouldn't be there and I support removing it completely.
- Ramon – Why don't we take it out completely?
- Kader – This is why we are talking about this because it has been voted on. We can take a proposal to remove section 3.3.2.
- Carolyn – I move that we remove 3.3.2 Dean of Students description from the faculty handbook all together. Eric Seeman seconds motion.
- Tim – I would like to massage this a bit. We should modify line 21 to state that Dean of Students description should be removed as well as 22-25.
- Carolyn – Tim, wouldn't it still show the statement is in the handbook.
- Provost – I don't think one month should be the time requested. She may not be ready in a month to tell you what the duties are. Why would we try to dictate that to her when to bring it forward?
- Ramon – Can I make an additional motion to removed lines 26-29?
- Tim – I think there is a purpose for the time being there. I don't think we solve this by removing this. I am opposed to the amendment.
- Mike – This becomes one of the questions what is the primary duty of the faculty and faculty handbook. We used to have faculty advisors to various clubs. If we still have advisors to academic clubs, it then becomes an issue of how involved is the faculty. How far down does the handbook go? This should be argument of removing it at this point in time. I am unsure if it is true but I think there are faculty representatives of student judiciary. The faculty should know based on the handbook that this person is in charge of student judiciary. There are other positions that shouldn't be in the handbook. It depends on the position. My argument is if we have an official representative to someone that should be in the handbook. The time frame to list that description is questionable.
- Provost – Can you dictate to the VP that they make decisions on their org chart? We have an interim for the current dean of students. You are asking for the duties for the permanent dean. If you are asking for the interim duties, that is different.
- Tim – Our committee discussed that a current plan of responsibilities should be listed if someone is in that position. I don't think that should be delayed. We have a serious problem if we have someone in a named position and we don't know what their duties are. I think most of our positions have duties listed. I think they can give us something within so many months.
- Andrea – If we have an interim list those duties. Then give a relative time to get a description for the permanent position.

- Ramon – My question is how is the Dean of Students different than a representative?
- Mike – Since there were things traditionally in the Dean of Students description. There isn't a lot of faculty interaction in the subgroups. As far as housing, there isn't a lot of faculty involved. I don't know where we draw the line. It would be nice where we have clear faculty representation in these organizations be listed.
- Ramon – All faculty representation has to come from the faculty senate.
- Mike – Yes, we typically do that.
- Ramon – Even if the VP decides on the duties. Is she just going to tell us? Can she just change them? Should they be listed in a policy? Then the senate can place their input.
- Mike – I think that is what Tim's bill is stating.
- Ramon – The policy should define the views.
- Provost – Do we have any policies that define other positions at the university? Why would you have a policy to define these duties? We don't do that elsewhere.
- Ramon – It is addressing that this person is interacting with faculty and a clear statement of their duties.
- Tim – (After reading the bylaws.) We aren't proposing anything outside of the bylaws.
- Provost – My issue is to list interim. I don't think the permanent position duties are defined at this time.
- Mike – Tim, do you accept the friendly amendment to state interim dean of students?
- Tim – No.
- Mike – I make a friendly amendment that in line 28 we put, "including interim,"
- Carolyn – Would that make us have to do a correction in one month? As long as it's clearly spelled out.
- Kader – Do we have a motion to delete 3.3.2 from the handbook, delete lines 22-25 from the bill?
- Kader – All in favor of removing lines 22-25 from bill. One opposed. Motion carries.
- Mike – I introduced a motion on line 28 includes after dean of students, interim, position.
- Ramon- Should there be a way this information is communicated?
- Mike – This is a bill.
- Eric Seeman – If it isn't in a policy, it should be in a job description from the VP within a month.
- Kader – We can have a form of memo addressed to the senate stating these descriptions.
- Kader – Motion to add, interim, position. Eric Seeman seconds. Ayes carry.
- Tim – There is a typo on line 41. Faculty is spelt wrong. I move a correction on that. Mike Banish seconds. Ayes carry.
- Kader – We will take the bill to the senate.

- Mike - I motion we approve this bill as modified. Tim Newman seconds. Ayes carry.
- The BOT meeting is April 7th and 8th. This is our time to show our campus. I have invited UA and UAB senators to a luncheon. There are at least twelve coming from these campuses. We should receive the final number next week. This is the same thing that was done at UAB. We want to keep this going. We are looking to reserve Shelby Center room 301. It will be directly after the BOT and is open for all of you to attend.
- I may have to call two special meetings in April. We have only one executive committee meeting and two senate meetings before summer. I would rather call the meetings in April before summer.
- The last point is Professional Studies is making progress. The ADHOC committee is coming to a close and will meet tomorrow at 10:00.
- Personnel Committee Chair, Ramon Cerro
 - My committee reviewed the policy for academic titles. The first issue was that Chapter 7 already deals with this issue. It should be in agreement with chapter 7. The second issue is that the members do not believe there is not a need for lecture ladder. The emphasis is that new faculty hire should be tenure tracked faculty. They do realize there is a heavy reliability of lecturers.
- Finance and Resources Committee Chair, Joseph Taylor
 - We finished the distinguished speaker call. We did have more than last fall. We are reviewing those now and will make an announcement by the end of April.
- Undergraduate Scholastic Affairs Committee Chair, Eric Seeman
 - We discussed the SGA grading resolution. Most of the committee didn't see a problem. We did come up with a recommendation for plus/minus rating. First point, we want the SGA to feel affirmed. I think to maintain the academic freedom for the professor should be considered. I don't see an issue with making these be weighted. Some discussion was old plus/minus rating that previously existed. I don't see that as good idea. I think we should grandfather it in. I don't think plus/minus should go below C.
 - Mike - Are we going to have a A plus?
 - Eric - Yes, it would be a 4.33?
 - Mike - It would be A plus to C minus?
 - Eric - I saw one policy stated it didn't apply to pass fail.
 - We could add a line to the syllabi so it could be stated which grading system the professor is using.
 - Mike - Can I ask you to put together a bill as far as this goes?
 - Eric - Yes, if you will review it.
 - Ramon - Do we say that A plus is 4.33?
 - Mike - Yes.
 - Ramon - I think this is a bad idea to modify this.
 - Eric - You would show that a new scale was implemented at this time.
 - Carolyn - A plus would be a major change.
 - Ramon - I suggest we keep the same scale.
 - Eric - I am ok with A being 4.0.

- Joseph – We could use a fraction scale.
- Eric – They should be differentiated.
- Carolyn – Does it seem like it would put some students at a disadvantage if some instructors don't go along with this?
- Joseph – I have always had some issues with current standards.
- Mike – It removes the idea that you almost made it.
- Joseph – We need to do one or the other, and not sway.
- James – I have no objection to .33. I wouldn't mind having this. I could see a use for it.
- Carolyn – At your institution did it include D's and F's?
- Joseph – It did, yes. We had D plus and D minus. To me, the majority of the time it benefits the student.
- Carolyn – Would it eliminate the confusion to stop a D and F?
- Eric – If a student has a C, it warns them that they may not graduate. This isn't a true scale. The range of performance from a A and B is different from a C and D. If they get a D, they can't graduate.
- Kader – You have some courses that are prerequisites. Some departments can modify D.
- Eric – In those cases, it doesn't have that much meaning.
- Andrea – A plus and A becomes a 4.0 then you go down. Pluses work for everything except A plus.
- Tim – I am wondering about the C minus grade. If they have a 70 most of our instructors will get them to a C plus. If it drops, will students have academic ineligibility for scholarships and athletics?
- Eric – Yes, the traditional ten point scale will change.
- Ramon – A C minus is a passing grade.
- Mike – Eric, if you will create the bill, I will look over it.
- Faculty and Student Development, Lenora Smith
 - Communicable Disease Policy
 - One member did bring up an issue with membership on page 3. The member wanted to know why we needed a faculty senate representative or Provost Office representative. The member said they could see notifying the Provost office if something occurs, but doesn't see the need for faculty senate. The problem is if we have too many members on the committee, we could risk violating patient's rights for privacy.
 - The other question has to do with page 5B. This is in regards to who we notify in case something does occur. The suggestion was to notify the chair of the CDMT if it was during normal office hours. If not, we need to know the next office to contact. They would like to see a phone or email tree created to send out to the committee with all contact information.
 - Mike – Do we want to move forward? They recommend we don't do anything.
 - Lenora – Yes, they don't see adding the additional members. They do see creating the phone/email tree for the current members listed.

- Mike – My opinion is that I am happy to give up faculty senate representative. Provost?
 - Provost – As I looked at the policy and all the impacts, I did see it important to have those suggested members added. I do understand the HIPAA issues. That is true in a lot of things we do.
 - Mike – I would like to make a motion that we do add someone for the provost office.
 - Carolyn - I support adding someone from the faculty senate.
 - Mike – Ok, I would like to make a motion that we add someone from the faculty senate and provost office to the bill.
 - Kader – I second.
 - The motion carried anonymously.
 - Mike – I would like to motion that we go forward with the modified bill to the full senate. Tim Newman seconds. Ayes carry.
- Governance and Operations, James Swain
 - The committee met on the 3rd of March. I declare victory to our new senate members list. We did discuss IT policies. We have a couple of questions that will need answers from Dee. One of the things that we looked at is trying to be careful signing up as faculty representation. Then that led to the question of where is the faculty committed. If bills are starting to add things that faculty need to be on, we may need to take a census on where we are at. We may have lost some continuity. The senate secretary or someone needs to look at the allocation of members from the colleges.
 - Kader – We have the election of officers coming up, correct?
 - James – Yes.
- Parliamentarian, Tim Newman
 - The handbook committee has met four times looking at Chapters 4 and 5.
- President – Elect, Mike Banish
 - Back to Jim, I understand the OIT policies are overwhelming. I have a suggestion that we call a special meeting with the FSEC, the governance and operations committee, and get some clear paths forward on what the purpose of each policy is. Many of them overlap. My suggestion is that we call a special meeting Dee Childs to look over these and move forward. Is that in agreement with everyone? Will April 14th be ok with everyone?
 - Provost, we need clarification from you on the emeritus policy regarding wifi. There was question if they do have access to this. Can you check into this so we don't have to do a new bill?
 - Provost – Yes.
 - A new policy from the President is the hoverboard policy. I would like to have a motion if we move forward with this to the full senate.
 - Ramon – What if we have a handicapped person that needs a hand free device?

- Mike – They wouldn't use self-balancing devices.
- Ramon – Someone who is handicapped is not limited to this?
- Mike – I would assume that a handicapped person would not use this.
- Eric Seeman – If that is a concern one line could correct that. We could add the statement, "This policy does not apply to any assisted device required by a person with a documented limitation."
- Ramon – I would like that as a friendly amendment.
- Tim – I am not sure what a self-balancing device is?
- Mike – A skateboard or hoverboard.
- Kader – All in favor of the policy with the friendly amendment by Eric. Ayes carry.
- Mike makes a motion to extend ten minutes. Eric Seeman seconds. Ayes carry.
- The next bills to look at are 385, 386, and 387.
- Optimal Class Size Bill, bill 386. This was put forth by a professor in Philosophy. I can't say much about this bill, sorry. I asked Deb to add in some recommendations, she didn't have any. This can be moved to the full senate if we are all in agreement.
 - Kader – I would like to send it to the Undergraduate Curriculum committee and Undergraduate Scholastic Affairs committee.
 - Mike – I will tell Deb it has been sent to these committees.
 - Tim – Did we vote? We need to.
 - Kader – All in favor of moving to the two committees. Aye carries.
- The next bills are two that I put together. This is bill 387 – Faculty Authored Textbooks. I think that we should be able to buy books in the bookstore that are written by faculty.
 - Ramon – The bookstore is run by an independent company.
 - Mike – I think that we have some say. There is a contract in place.
 - Tim – Is the intention that all the books written by faculty would be sold there or just some? The way this is worded if they have one book by a faculty member they comply.
 - Mike – Let's put all there then.
 - Joseph – That could be problematic. In my field, some books are over \$100. I don't know if we can massage it, but it may need to be reconsidered.
 - Mike – I think that this should go to finance.
 - Kader – All in favor. Aye carries.
- Bill 385 – Development Giving Directly to Departments
 - Mike – One thing that has highly irritated me and gotten worse, is the donation process on the website. First thing it asks for is your credit card number. The last time I checked we operate at 4% of the national average of alumni giving. I would like for them to come back and give. One way would be to announce to give to a department without first giving your card number. I think that finance, personnel, and governance committee needs to look this over.

- Carolyn – What has been left out of the nonbinding suggestion is that we should help everyone with equal footing.
 - Joseph- A lot of the donations that come in are not allowed to go to certain areas.
 - Tim – What does our departmental statement look like?
 - Mike – I couldn't see it without giving my card number.
 - Tim – I think that this is great for people to support targeted investments in our units.
 - Mike – Joe, Ramon, and Lenora will look over it. All in favor with finance, personnel, governance, and student development say aye. Ayes carry.
 - Kader – The last item on the agenda is to approve Agenda 566.
 - Mike – We need to add hoverboard policy, Bill 384, and Communicable Disease Policy after senate officer reports. All in favor. Aye carries.
 - Tim Newman makes motion adjourn FSEC meeting. Mike Banish seconds. Aye carries.
- FSEC meeting adjourned March 17, 2016 at 12:40 pm.

FACULTY SENATE

**MEETING #566 AGENDA
THURSDAY, March 31, 2016
12:30 PM to 2:00 PM**

Call to Order

- 1. Approve Faculty Senate Meeting #565 Minutes from February 25, 2016**
- 2. Accept FSEC Report from March 17, 2016**
- 3. Administration Reports**
- 4. Officer and Committee Reports**
 - Use of Hoverboards and Similar Devices Policy**
 - Communicable Disease Policy**
 - Bill 384 – Clarifying Faculty Handbook Revision Expectations and Update to Dean of Students Description in Chapter 3**
- 5. Miscellaneous/Additional business**

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 MEETING #565
February 25, 2016
12:30 P.M. in NUR 205A

Present: *Wai Mok, Tim Landry, Eric Fong, David Stewart, Joe Conway, Joseph Taylor, Irena Buksa, Carolyn Sanders, Jeremy Fischer, Eric Seeman, Mike Banish, Richard Fork, James Swain, Kader Frendi, Babak Shotorban, Casey Norris, Ann Bianchi, Cheryl Emich, Lenora Smith, Luciano Matzkin, Debra Moriarity, Peter Slater, Tim Newman, Ming Sun, Vladimir Florinski, John Schnell, Diana Bell, Anne Marie Choup, Ramon Cerro, Earl Wells, Ken Zuo, Marlana Primeau, John Shrive, Grant Zhang*

Absent with proxy: *Xuejing Xing, Kyle Knight, Larry Carey, Azita Amiri, Monica Dillihunt*

Absent without proxy: *Xiaotong Li, Ying-Cheng Li, Monica Beck, Tim Landry, Christine Sears, Eric Seeman, Mark Lin, Monica Beck, Udaysankar Nair, Jeff Weimer*

Guests: *Provost Christine Curtis
Mr. Ray Pinner
President Altenkirch*

- Faculty Senate President Kader Frendi called the meeting to order at 12:33 pm.
- Approval of Faculty Senate Meeting #564 Minutes from February 25, 2016
Mike Banish **motions** to approve Minutes 564. Tim Newman seconds the motion.
Ayes carry the motion. No oppositions.
Motion to approve Faculty Senate Minutes 564 passes.
- FSEC Report from February 18, 2016
James Swain **moves to accept**. Ramon Cerro seconds the motion.
Ayes across the room. No oppositions.
Motion to accept Faculty Senate Executive Committee Report February 18, 2016 passes.
- **Administrative Reports**
 - President Altenkirch
 - Board Meeting is April 7 & 8, 2016. It is scheduled to be in the new building. They are working extremely hard to get one end done of the building and that will include meeting rooms. We will be given a campus master plan at this meeting that goes out a decade. This plan will include parking. Based on an enrollment growth for this fall, we will need to look at additional housing. Every bed will be filled this fall. We are looking at additional Greek housing to compensate for our 25% increase of enrollment of freshmen. This percent includes out of state, so we will need housing. The horse shoe area will allow for four houses to be constructed. Two cut through areas can be closed to include two additional housing buildings. We would in essence be loaning the Greek

student organization the funds to build. The other housing area would be similar to charger village.

- Enrollment this fall is 7,866. A projection model has been developed based on historical class ratios. These projections show a continual growth. We are keeping track of applications and admissions for next fall. Admissions are 27% ahead of last year. The application numbers and admission numbers aren't tracking exact due to us participating in a program last year. This allowed students in high school one week to apply without being charged an application fee. Not all of these students actually attended UAH. We won't do that this coming year.
- Carnegie Classification –
 - The Carnegie classification system is their invention. They didn't ask for anyone's input. This goes back to Alex McCormick. He was at the Carnegie foundation. He then moved to Indiana University. We remained the same in all classifications except research category. Within this category, it is broken into three levels. We moved from R1, highest, to R2, middle. The system is a complicated statistical analysis. The data is a comparison from 2010 and 2015. 2010 data is based on 2008 – 2009 data, and 2015 data is based on 2013 -2014 data. You see the percent change from 2010 to 2015. We run into trouble with PhD production. We dropped from .24 to .19. In 2010, we asked where we were vulnerable and it was PhD production. Research expenditures did not cause the change. We stayed flat in PhD production. In order to move back to the top category, we have to increase PhD's. Sometimes this data doesn't make sense; it isn't based on one factor.
 - Richard Fork – What is the reason our PhD production is low? Are our standards too high?
 - President – No, I think if you look at how research funding is spent. It is spend within research centers. It has moved away from the academic arena.
 - Richard Fork – I worry I set my standards to high for my PhD students.
 - President – I can't comment on that personally. They focused on PhD production. They sent the statement that it wasn't research funding it was PhD production.
 - Mike Newchurch- I don't see how these numbers can be close unless there is a negative in there. Will we see the coefficients?
 - President – I don't have those numbers.
 - Mike Newchurch – If you play at the highest levels, it cost in the competitive research world.
 - President – Maybe to some extent.
 - Mike Newchurch – I have seen it from the proposing side. It matters.
 - President – When I was at Mississippi State, we were at the highest level.
 - Mike Newchurch – There are other things to breakdown. I am sure it didn't do any harm to be at the highest level.
 - Diana Bell – Is this retaining students to start their PhD or recruiting students?
 - President – I don't know exactly, but I would say recruiting.

- Provost – In some areas getting part-time PhD students to finish.
- We can see institutions that moved from research 1 to research 2, there are 8 of them. Fifteen moved from 2 to 1. Research 1 universities went from 99 to 105 because of the net. The number in the second category went from 108 to 115. This is the research expenditures for faculty and PhD research staff. This is one of the normalized statistics they look at. We also see research for PhD graduates.
 - Faculty Member - In nursing, we have both PhD and Clinical Doctors. Within this ranking, this is for PhD only?
 - President – That is correct.
- So you see some odd things in this table. For example, Rockefeller University is number two in spending per researcher. They are also not producing PhD's. Their dollars per PhD is really high.
 - Mike Newchurch – A third of those colleges are doing less research than we are.
 - President – Yes.
 - Faculty Member - When they look at PhD production, they don't take time to complete PhD production?
 - President – They looked at a specific number, just a point in time. It depends on when they want to sample. The sample period was an issue. It is up to them how they determine. You can see a lot of other universities are less than ours. We are number 28 in the country in dollars spent for researcher.
 - Faculty Member – How much of UAH's research expenditure is by departments that produce PhD's?
 - President – A lot of the expenditures pushed out PhD.
- Budget
 - We look at the finances on a cash basis and asset basis. Cash basis is how we can spend and save money. Asset basis takes in more elements of finances and determines the bond rating. On a cash basis, these are the revenue streams we can actually spend. On an asset basis, there is another revenue stream added. It is not a revenue stream we can spend, it is investment. That is generated as income. On an expenditure basis, we are paying bills. On an asset basis, for the first time we are funding depreciation – pension liabilities. This is our portion of an annual pension liability. State appropriations for 2014 – 2015 were flat. During this time, state tuition went up some. The indirect cost recovery went down. Gifts remained flat. Auxiliaries went up. Investment income went in the tank. In the end, the increases allowed us to finish with cash. However, when you add in the investment loss and depreciation on pension, the asset went back. We had cash, but not enough to offset. Our projections for this current fiscal year and next, we are going to have more tuition/fee increase than 2015. We aren't sure what will happen with indirect cost. Spendable gifts will be flat. Auxiliary will increase. Investment income, we don't know. We don't want to pay anymore for money borrowed than we have to. We know we will have to borrow to build more housing. We need to control expenditures some. That is why we are slowing down on hiring. If you look at the general fund history over the decade. There were rough times in 2005 – 2006, but there was an increase in 2008 – 2009 in the academic arena. We saw this coming

so we slowed down and cut back. We are going to have to cut back more until we know how the indirect cost and investment income will pan out. The audit was done September 30, 2015, we had a decrease. January was not a good month, but we are increasing some. Investment income was another big issue.

- Joseph Taylor – How do we invest?
- President – The three campuses’ pool the investments and have a set of managers.
- Joseph Taylor – Do we include the endowment? Are we more insulated from a crisis?
- President – We are somewhat insulated by endowment dollars but not a percent basis. UAB’s expenditure loss was \$65M. I assume Tuscaloosa would be similar.
- Joseph Taylor – They have the same issue?
- President – Their scale is large to the point that they had a net increase, but nowhere near their usual increase. Keep in mind that UAB has a hospital, the revenue from that last year was \$1.5B. So they have a big revenue stream that no one else has. On a comparative scale, we are in the same boat as they are. They just had such a big revenue stream.
- Ramon Cerro – Would it make sense for the university to invest in government bonds?
- President – Ray will show you in the investment history. Yes, this past year was excellent in the investment market. Over time that isn’t the case. Our money managers outperform bench marks. There will be times that this can’t be avoided.
- Mike Newchurch – What is your outlook on the bigger picture? One of the assumptions is in the short term if you need more housing that isn’t going to help your PhD production. What is your outlook on graduate and undergraduate?
- President – The plan is to grow to 10,000. If you increase the graduate student population to 2,500, that will increase PhD production. The bulk has to come from grants and research. I would say that most of these places fund their PhD’s from outside places.
- Debra Moriarity – One thing that would be good to look at within PhD production is the teaching load of the faculty.
- Provost Christine Curtis
 - QEP Presentation
 - There will be three forums; I will have exact times at the end of the presentation. There will be a lot of opportunities for you to learn about QEP. This is a requirement of our SACSCOC. We are the governing board; we elect representatives from our state to serve on the board. We review ourselves. There are standards from the federal government. They do this through the reaffirmation accreditation process. The QEP is one of our course requirements. It says we have to have a five year plan to enhance learning. The QEP committee has been working for 1.5 years now on this. We have been talking with faculty, students to find out

thoughts. We had a call for proposals, reviewed the proposals, completed research, and then identified a topic. We surveyed 1,000 students that left the university with good standings and found out why. The results showed there was a number of reasons not just one. The impacts that caused them to leave were financial, relocation, job changes, as well as the difficulty of the courses. There was no one thing that dominated. The committee talked to students that were exiting and current students. The discussion they had boiled down to one statement, "you can't do UAH alone". Students said we need connections with other students – study and engage. Some students almost left until they had the opportunity to connect with other students and then stayed. The students told us what they needed to succeed. Students said connections were made in classes that forced them to connect with one another. This was done by working in groups on projects. The classroom is where the action is and the students need each other. Commuter students are an issue; we need to keep them on campus. We have a variety of students but all gather in the classroom. The QEP committee came up with five collaborative learning goals. They decided that collaborative learning would be the topic. The leadership team suggested we make it broad based so every class would be able to participate. The principles are to instruct the students of collaborative learning, everyone's opinion matters, to discuss, and inquiry based. Second, is to teach students how to collaborate in the classrooms. Also, to encourage students to value and appreciate collaboration. They will have to effectively work with others in the workplace. We need to improve our student learning. We want them to learn our disciplines and their majors. We want them to have an in depth understanding. Lastly, to make collaborative a center figure for UAH. The definition of collaborative learning as the QEP committee defined it is "UAH students and faculty working together to explore options and create solutions in the pursuit of knowledge." We do have a collaborative learning center. It is going to be housed in the student success center. We will be sharing resources so some individuals can work with students and the collaborative learning center. The director of the center will be working with our peer assisted, PASS, leaders to teach the students how to collaborate. The center will assist faculty in applying collaborative learning in their classroom, so students can engage more. Hopefully change the isolated learner to a collaborative learner. Dan Rochowiak is the director of the learning center. We have to have student learning outcomes; this is one of the requirements from SACSCOC. The acronym is RAVE: R-recognize collaborative learning, A - apply it effectively in the classroom, V - value collaborative learning, E - enhance their learning. There are three learning environment objectives to quantitatively

determine how we are applying the collaborative learning. There will be a collaborative learning advisory council. We need to make sure we are broad based. If the director should do something else, there is a committee working together providing continuity. The committee will provide guidance and oversight to the center and QEP. There will be two main committees one on assessment and one on grants and selections.

- Sr. Vice President for Finance & Administration, Ray Pinner
 - Budget and Finance Presentation
 - I am going to spend some time on history and then go to 2014 – 2015. My budget presentation has numbers. I chose 2002 to show our net assets. We started out in 2002 with total net assets – buildings. The second line is unrestricted net assets – cash. We had a good trend line for both. We started out in 2002 about \$115M for total assets, we declined in 2015. The peak of \$296M after the results of 2015 dropped to \$280M. Unrestricted assets declined after 2015. This number doesn't include the impact of an accounting change in 2015. We had to book our piece of the pension, the unfunded liability of the state. This is accountants gone wild; it blew \$146M in our balance. The new accounting rule was made effective 2015. It measured the unfunded liability of the state. The raw number of the state was \$9B and was distributed to universities and other agencies. Our piece was \$146M that hit the books instantly. This will change year to year; one constant is that we do have to pay \$1.2M for the next five years. UAB had to book \$1.1B and they are the largest employer in the state. Tuscaloosa was about \$550M. This isn't just confined to the state, it is nationwide.
 - Faculty Member – Do these accounts actually change or is it funny money?
 - Ray Pinner – It is funny money. That is why this is the dumbest rule we have ever had to follow. We are in no different financial position than before, but we have to record it.
 - President – The entry I talked about, pension liability, \$1.2M is the annual statement. The \$146M is the whole portion if we paid today. How they come up with these numbers? I am not sure. I can understand \$146M, but not \$1.2M. We are just told these numbers.
 - Quickly reviewing 2014 – 2015, we had a positive bottom line in 2014. The largest sources within operating revenues were contracts and grants and tuition. Largest source on non-operating was appropriations and expenses. In 2015, several things happened – operating revenue dropped \$14M due to contract grant activity. This was due to DOD issues that we are working through.
 - Mike Banish – Our tuition is \$65M and the state appropriation is \$40M. That means we are talking about \$40M in operating

revenue that is paid by the federal government. If that dropped by \$14M and operating expenses dropped \$2M, we kept paying \$12M?

- Ray Pinner – Yes, there were other expenses that have gone up on a routine basis.
- President – The presentation that I made did not include research funding, because indirect cost has been split up into the general fund. When you do an audit, research funding shows up there. I looked more at cash in and cash out.
- I wanted to pull out the primary revenue sources and how they have shifted. The appropriations are flat. The history is that the good times ended in 2008. Before 2008, we got a pool of money to do salary increases, etc. As far as today, it has been flat since 2010.
 - Ramon Cerro – If enrollment increased by 15%-20%. Why haven't we increased more?
 - Ray Pinner – Partly is due to the years we are looking at.
 - President – In the accounting world, the tuition and fees is the gross tuition minus everything that is not paid by the student personally. If there is a scholarship, a gift, pell grants – that is a scholarship. To us, this is revenue. This isn't showed here, it is showed in other accounts. It is doing what it is supposed to be doing.
 - Tim Newman – Is housing also in tuition and fees?
 - Ray Pinner – No.
- We made about \$7M in 2014 and lost about \$5.5M 2015. These funds are invested primarily in the University of Alabama pool funds. There are several. There is a total of \$2.3B for the system; we have over \$100M. Ours is relatively small. It is invested across the board in stocks and bonds. This is run by the BOT. This is where the money is. Deficit isn't pleasant, but happens. We have only had two years of negative total return. The worst year was 2008.
 - Mike Newchurch – You mentioned earlier F&A on research gets put in the general fund; it hasn't always been that way. It has moved into that direction. It seems attractive to do this but a disincentive to the research community. The discussion has continued about this over the past 2 or 3 presidents. The current administration has made an indication that F&A distribution would move toward more to those who generate it. I don't see this happening.
 - President – All doesn't go to general fund. Indirect recovery is the recovery of real cost. If you split F&A one way, you have to pay it another way. The last time we analyzed this, about 10% of

the state appropriation will cover indirect cost that isn't being covered by indirect cost.

- Mike Newchurch – You are saying half goes to F&A and half to general fund. It doesn't seem like it should take this much of F&A to cover these expenses.
 - Ray Pinner – We negotiate a rate with the feds every fifteen years. There are several components to this. The administrative component is 26%. Facilities are the other big percent. You can take this value into consideration.
 - President – We don't split the indirect cost by the formula. If you did, research wouldn't see as much as they do now.
 - Joseph Taylor – If we invest the cash we are sitting on, would that compensate for a higher bond rating?
 - Ray Pinner – We are in a good bond rating category currently. If we were bumped down on rating, it would cost 1 to 1.1%.
 - Joseph Taylor – Are we at that much risk of our bond rating going down?
 - Ray Pinner – Generally they look at a two year cycle. There is always that chance.
 - Mike Banish – Is it worth going through freezes and cutting back in areas that impact our interaction with students?
 - Ray Pinner – This isn't the only reason we are going to do this. After the pension, we have a negative fund balance. I think we are doing what a lot of other universities are doing. We need to make sure that we are in balance.
- Officer and Committee Reports
- President-Elect, Kader Frendi
 - The meeting with UAB and UA's FSEC was very successful. Alecia did a great job organizing the lunch meeting. We will do the same here in Huntsville on the 8th of April. Please make an effort to attend the lunch meeting. We will cater food for everyone.
 - Following the meeting, an effort is underway to create a committee among the three campuses to address child care issues. I copied Lenora Smith, chair of faculty and student development committee in my response to UA and UAB.
 - Sherri Restauri asked me to remind everyone about the Scholar's Institute being held here at UAH on May 17th & 18th. This year's theme is "Exploiting Technology for Best Practices in Teaching and Learning". Contact Sherri if you have any questions and register early.
 - Dr. Dan Rochoviak and the faculty senate are co-sponsoring a university wide faculty meeting for the QEP/CLC Friday the 26th at 1:00 PM, Tuesday the 1st at 1:00 PM, and Friday the 4th at 9:15 AM. They will all be held in the Chan Auditorium. This is in preparation for the SACSCOC campus visit on the 15-17th of March. Dan suggested the following content for the meeting: 5 minute intro, a

- 30 minute QEP presentation by Al Whilhite, and a 5-10 minute presentation by Dan of the CLC.
- Based on the UGCC recommendation, I have gone ahead and formed an ADHOC committee to look into the Professional Studies Program. Our first meeting is tomorrow at 9:00 AM in Wilson 116. The committee members are: Jennifer English, Alanna Frost, Deb Moriarity, Ivey MacKenzie, Monica Dillihunt, and Sherri Restauri.
 - Lastly, Lauren became the senate staff assistant two months ago. She has quickly learned her job and recently she took training classes on how to introduce changes to the website. She has now embarked on uploading and updating information on our website, which has a lot of missing information. In addition, Lauren will upload new chapters 1, 2, & 3 that were approved by the BOT this month.
 - Past President, Wai Mok
 - No Report.
 - Ombudsperson, Carolyn Sanders
 - No Report.
 - Parliamentarian, Tim Newman
 - No Report.
 - Personnel Committee Chair, Ramon Cerro
 - No Report.
 - Finances and Resource Committee Chair, Joseph Taylor
 - We have issued the call for distinguished speaker proposals. There are three at \$2,000 and one for \$4,000. Please encourage faculty to submit proposals to increase competition.
 - Governance and Operations, James Swain
 - The third of the campus will be holding their senate elections on Friday. My committee and I have been practicing encouragement.
 - Undergraduate Scholastic Affairs Committee Chair, Eric Seeman
 - No Report.
 - Undergraduate Curriculum Committee Co-Chair, Eric Fong
 - No Report
 - Faculty and Student Development, Lenora Smith
 - No Report
 - President-Elect, Mike Banish
 - Diane Bells gives motion to extend meeting time.
 - My suggestion would be to hold off on the two policies.
 - Tim Newman – Let’s get them done.
 - There are two policies that went through the FSEC.
 - Electric Sign committee on Sparkman Drive.
 - It was very straight forward, we didn’t make changes. Do I have a motion to accept this policy?

- Tim Newman moves to accept the motion to approve the policy. Debra Moriarity seconds. Motion carried unanimously.
 - This policy moves on second reading.
 - The next policy is the indebtedness and collection policy. There was some discussion within the FSEC. How does everyone feel about the changes? It does follow what would be expected in state law. Can I hear a motion to accept this policy?
 - Debra Moriarity moves to accept the motion to approve the policy. Tim Newman seconds. Motion carried unanimously.
 - Ramon Cerro – Are parking tickets included in this? A ticket left may be lost and in 30 days they start withdrawing from check.
 - Tim Newman – Isn't there something on the time frame? Yes, 30 days.
 - Mike Banish – You should receive an email as well.
 - Tim Newman – Our expectation is that if there is a parking ticket, the employee is notified on the parking ticket. Then payroll will notify you that it will be taken from your paycheck. I think we wanted there to be opportunities for the person to find out.
 - Mike Banish – That is where the term “legally determined indebtedness” comes in.
 - The FSEC has other questions on the communicable disease policy and academic title policy. We passed the policy on indebtedness unanimously.
 - Mike Banish passed out articles from the New York Times to senate members.
- Tim Newman motions to adjourn faculty senate meeting #565. Diana Bell seconds. Motion carries unanimously.

Faculty Senate Meeting #565 adjourned February 25, 2015 at 2:35 pm.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

COMMUNICABLE DISEASE POLICY

Number

Division Academic Affairs

Date OCT 29, 2014-revised March 17th, 2016

Purpose

Purpose. The purpose of this policy is to establish 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.

The policy provides a framework for assessing risks related to communicable diseases and makes recommendation 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), faculty and staff employees (whether part-time or full-time), 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 contagious 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 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 can be prevented if adequately vaccinated; such as rubella (German measles), measles, mumps, pertussis (whooping cough), influenza. Other communicable diseases such as tuberculosis (TB), and Ebola currently do not have vaccines.

B. Employee: Any full- or part-time employee of the University, including, but not limited

to: exempt and non-exempt staff, faculty, adjunct faculty, GAs, GRAs, GTAs, student workers, and leased and contract employees.

C. Student: Any individual enrolled at the University in any of the recognized admission categories (undergraduate, graduate, continuing education, etc.) and currently taking courses on a full- or part-time basis.

D. Visitor: Any non-employee 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.

E. 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.

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, as well as for counseling. The University will further identify sources of qualified medical care for communicable diseases and encourage those with such diseases to utilize such sources.

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), and 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 H 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 (11 members):

- A medical professional from the Faculty/Staff Clinic, appointed by the Dean of the College of Nursing (Chair)
- Dean of Students/Associate Vice President for Student Affairs (Co-Chair)
- A medical professional from the Student Health Center, appointed by the Dean of Students
- Provost or designee from within Academic Affairs (if any student or faculty member is involved)
- Representative from Faculty Senate
- Director of the Counseling Center
- An attorney from the UAH Office of Counsel, appointed by the Chief University Counsel
- President's Chief of Staff
- Chief of Police
- Director, Environmental Health and Safety
- Emergency Management Coordinator

2. Ad hoc members:

- Vice President for Student Affairs (if a student is involved)
- Assistant Vice President for Human Resources (if any staff member is involved)
- Director of University Housing and Residence Life (if a student is involved and he/she lives on campus, and/or if employee is involved and he/she works in Housing)
- Director of Athletics (if student athlete is involved)
- Director of Office of International Engagement (if international students, faculty, staff, or visitors are involved)

Specific Policies

A. Personal Protective Equipment. In the event of possible exposure to blood and other body fluids, students and employees must use appropriate personal protective equipment, provided by the University, to prevent contact with blood and other body fluids 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.

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 Requirements. Any student or employee who travels on a University related business trip to an area designated by the CDC as a country of high risk for communicable disease infection may be required to submit to appropriate screening for that disease(s) within CDC recommended screening guidelines. Any student or employee traveling on non-university related trips to an area identified by the CDC as high risk is expected and encouraged to self-report to the appropriate campus health clinic and submit to screening prior to returning to campus. The decision for testing will be made following CDC guidelines within the Student Health Clinic (for students) and the Faculty and Staff Clinic (for employees). 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.

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 to the health of others will report that information to the CDMT. 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) and the Provost/Executive Vice President for Academic Affairs (for faculty- 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.

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, from obtaining meals in UAH dining facilities, and may be assigned to different campus residence facilities.

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 the Huntsville-Madison County Health Department 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).

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 are vested in the section below of this Policy with the authority to impose restrictions.

I. Chair. The President will appoint the Chair or Co-Chair of the CDMT. The Chairs or their designee will, together and in coordination with the President's Chief of Staff, serve as the University spokes-persons to the public for all matters relating to the management of a campus situation involving a communicable disease.

J. Authority. The CDMT is vested with the authority to act on behalf of the University and in the interests of campus public health and safety 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.

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 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.
2. The CDMT will evaluate immunization status of faculty, staff, and students.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.

7. 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.

8. Assure that a person known or suspected to have a communicable disease is encouraged to seek appropriate medical treatment and counseling.

9. Notify the Alabama Public Health Department about the disease, if it is listed in Alabama Department of Public Health, Rule 420-4-1 Appendix I - Alabama Notifiable Diseases/Conditions.

10. Advise and make recommendations to the University regarding the communication of information to the public and the media.

11. 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.

12. Provide to the University President, through the Office of Counsel, an annual summary report of CDMT 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 – <http://www.uah.edu/images/administrative/human-resources/StaffHandbook.pdf>
- UAH Student Handbook – <http://www.uah.edu/student-support/student-conduct/handbook>
- UAH Emergency Procedures Handbook – <http://www.uah.edu/facilities-and-operations/oep/plans>

- UAH Emergency Management Plan – <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 – <http://www.uah.edu/health-and-wellness/student-health-center/immunizations>
- UAH Bloodborne Pathogen Exposure Control Plan: <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: 256-824-6335
- 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

Chief University Counsel		Date
Provost and Executive Vice President for Academic Affairs		Date
Senior Vice President for Finance and Administration		Date
Vice President for University Advancement		Date

Vice President for Diversity

Date

Vice President for Research

Date

APPROVED:

President

Date

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
USE OF HOVERBOARDS AND SIMILAR DEVICES POLICY
-INTERIM-**

Number 03.01.03

Division Student Affairs

March 15, 2016

Purpose The University of Alabama in Huntsville (UAH) is committed to the safety and welfare of our employees and students. Due to reported fire hazards and other problematic safety concerns associated with Hoverboards and similar, hands-free, self-balancing devices, UAH has imposed prohibitions and restrictions that will remain in effect until the risks are eliminated. The University realizes that an emerging issue that will be reconsidered when information and better safety standards for all models of these devices are in place. In the meantime, the prohibitions and restrictions specified in this policy will remain in effect until further notice.

Policy Hoverboards, and other similar self-balancing boards and scooters are prohibited from being used inside all University-owned buildings. This includes residence halls and apartments, academic buildings, university owned homes, leased facilities, and other campus properties controlled by the University. These devices are also restricted from being stored and/or having their batteries charged inside the aforementioned facilities.

Individuals who use Hoverboards and other similar self-balancing, hands-free, two-wheeled devices on the grounds, streets, and sidewalks of UAH, must familiarize themselves and comply with state and campus motor vehicle regulations.

This policy does not apply to any assisted device required by a person with documented limitation.

Review The Vice President for Student Affairs is responsible for the review of this policy every five years (or whenever circumstances require.)

Approval

Chief University Counsel

Date

Vice President for Student Affairs

Date

Approved

President

Date

1 SENATE BILL 384: Clarifying Handbook Revision Expectations

2 **WHEREAS**, the Faculty Handbook's Chapters 1 through 3 were duly acted upon at the
3 Faculty Senate December 17, 2015 meeting, and

4 **WHEREAS**, after faculty approval of those chapters, the System Board of Trustees was
5 presented a version of Section 3.3.2 (Dean of Students) of the Handbook
6 that differed from what had been approved by the Faculty, and

7 **WHEREAS**, the language on the Faculty Senate Handbook web site does not currently
8 match what the faculty have approved and instead matches the above-
9 referred differing language for Section 3.3.2 (Dean of Students) of the
10 Handbook , and

11 **WHEREAS**, the Handbook must have integrity with the Handbook language that
12 actually passed the Senate, and

13 **WHEREAS**, previous administrators have sought Faculty Senate President approval to
14 make changes to Handbook language without also going through the
15 required full Senate approval process, and

16 **WHEREAS**, Senate leadership has no stand-alone bill- and resolution-writing authority;
17 and

18 **WHEREAS**, the Senate membership collectively exercises the Senate's legislative
19 prerogative;

20 **THEREFORE BE IT RESOLVED**

21 The Section 3.3.2 (Dean of Students) of the Faculty Handbook should be removed.

22 **AND BE IT FURTHER RESOLVED**

23 That the UAH Administration brings forward to the Faculty Senate within one month's
24 time a description of its current plans for the responsibilities of the Dean of Students,
25 including interim, position.

26 **AND BE IT FURTHER RESOLVED**

27 That a statement be added to the Faculty Senate Handbook web site and to any hard
28 copies produced of the Handbook stating:

29 "NO CHANGE TO THE FACULTY HANDBOOK IS POSSIBLE WITHOUT
30 APPROVAL OF THE FULL FACULTY SENATE."

31 **AND BE IT FURTHER RESOLVED:**

32 That the Senate President is directed to achieve the implementation of the above
33 statement on the web site within 7 business days of final Senate passage of this bill.

34 **AND BE IT FURTHER RESOLVED:**

35 That the Senate President is directed to broadcast in memorandum form notice of this
36 Senate action to the UAH central Administration as well as to cause publication of this
37 bill upon the official records of the UAH Faculty Senate.