

**Faculty Committee Meeting Minutes**  
Wednesday, April 8<sup>th</sup> 2015

Meeting was convened at 11:02 AM in NB 1051.

**Committee Chair:** Lynda Robinson

**Secretary:** Saeed Ahmad

**In attendance:** Saeed Ahmad, Douglas Catterall, Mike Husak, Lynda Robinson (Chair), Joanni Sailor, Apryl Swatsky.

1. Douglas Catterall moved to approve the minutes of March 10<sup>th</sup> 2015 meeting. Saeed Ahmad seconded and the motion was accepted unanimously.
2. Lynda Robinson reported that she met with the VPAA Dr. Vanderslice as well as the university equal opportunity officer Tom Russell to talk about the possible changes to the language in the faculty, employee and the student handbooks with regards to the grievance policies and procedures.
3. The committee members discussed the outline provided by the VPAA that should include eight sections namely policy statement, contents, who should know the policy, responsibilities, procedure, statement of purpose, contacts and policy history. One option is to create a separate handbook on the general grievance policies and procedures and the other option is to have the policy included in each of the handbooks for faculty, staff and students in addition to the EEOC policy and procedures.
4. The committee decided that the statement of purpose under the policy outline will be a good starting point to gather the definitions and general guidelines from all the three handbooks. From the faculty handbook Appendix G section G.2.1 the words “a faculty member’s” should be removed from the definition of the complaint. In section G.2.2 the definition of the grievance should be modified to “ A grievance is a timely formal complaint directly related to the work assignments, university environment, promotion, tenure, retirement, safety, or disciplinary actions which has not been resolved to the satisfaction of the complainant after formal discussion of the complaint through regular administrative channels.”
5. From Faculty handbook, third and fourth paragraphs in section G.2.2. should be moved to the “procedures” section. Last paragraph in section G.2.2 should be placed after the first paragraph in the same section. More revision of the handbooks will be done in the future meetings.
6. Date and time for the next meeting will be decided through a doodle poll.
7. Meeting adjourned at 11:58 AM.