

Agenda of the Faculty Senate
November 10, 2022 - Zoom Meeting
3:30-5:00pm

- I. Recognize proxies
 - II. Approval of agenda
 - III. Approval of minutes from October 13, 2022
 - IV. Remarks from Dr. Ken Kitts, President
 - V. Remarks from Dr. Ross Alexander, Provost/EVPAA
 - VI. Remarks from Dr. Jessica Stovall, Faculty Senate President
 - VII. Reports
 - a. Standing Committees
 - i. Faculty Affairs
 - 1. Review of Policies for Policy Environment Task Force (SGEC: FS)
 - a. Proposal for Revisions to Workload Policy
 - b. Policies Concerning Adjunct Faculty
 - c. Promotion Policy
 - ii. Academic Affairs
 - 1. Reviewing Online Proctoring Services (FS)
 - iii. Faculty Attitude Survey
 - iv. Faculty Handbook Oversight
 - b. Other Committees
 - i. Faculty Senate Constitution Review
 - ii. Parental Leave Policy Review
- VIII. Unfinished Business
- IX. New Business
 - a. Proposal for Revisions to Substantive Change Policy (SGEC: FS)
- X. Information items
- XI. Adjourn

Faculty Senate Minutes
13 October 2022

Call to order:

A regular meeting of the University of North Alabama's Faculty Senate convened via Zoom Video Conferencing at 3.30pm with President Stovall presiding.

I. Recognized Proxies and New Senators

Kelsey Paquin for Gretchen Windt
Beth Sewell for Felecia Harris
Rachel Winston for Tabitha Blasingame

Members in attendance

Lisa Ann Blankinship, Miranda Bowie, Greg Buckley, Dan Burton, Corey Cagle, Gabriela Carrasco, Justin Carter, Helen Coronel, Chris Cottingham, Frank Diaz, Anissa Graham, Einar Gudmundsson, Achini Herath, John Hodges, Andrea Hunt, Ann-Marie Irons, Lauren Killen, Kelly Latchaw, Ian Leoppky, Thomas Lukowicz, Jennifer Maddox, Janna Malone, John McGee, Bryan McHenry, Jessica Mitchell, Jason Price, Chris Purser, Craig Robertson, Lindsey Sherrill, Patrick Shremshock, Kevin Stoltz, Jessica Stovall, Jason Watson, Pete Williams

Members not in attendance (without proxy)

Lisa Kirch, George Makowski, Rashaun Warren

Members not in attendance due to absent proxy

Alejandra Alverado-Brizuela, Betsy Hecker, Angel Tomlinson

II. Approval of the Agenda

Motion to approve agenda as distributed by Sen. Robertson, 2nd by Sen. Williams. Motion passes.

III. Approval of minutes from the 8 September 2022 Meeting

[Updated item 2 under X. New Business to read as "Motion **for** Faculty Affairs Committee to provided Task Force information and charge."]. Minutes approved as amended by Sen. Watson, 2nd by Sen. Williams. Motion passes.

IV Remarks from Dr. Ken Kitts, UNA President

- President Kitts provided update on funding from Montgomery.

V. Remarks from Dr. Ross Alexander, Provost and Executive Vice President for Academic Affairs

- Dr. Alexander provided updates on new QEP program, academic programs that will soon launch, and addressed questions regarding the potential site of new engineering building and the Cypress Creek indoor practice range.

- Dr. Alexander was asked to comment on how faculty may be placed in newly created positions without apparent consideration of protocols that would support the university's commitment to DEI initiatives.

VI. Remarks from Dr. Jessica Stovall, Faculty Senate President

- FS President Stovall thanks Senators for their service and communication with their departments.

VI. Reports

- a. Standing Committees
 - i. Faculty Affairs – Sen. Carter (Chair) provided update
 1. Review of Policies for Policy Environment Task Force (SGEC:FS)
 - a) Policies Concerning Adjunct Faculty
 - b) Promotion Policy – survey submitted to department chairs
 - c) Workload Policy – currently reviewing policy for updates

FS President Stovall will request an extension from SGEC.
 - ii. Academic Affairs – Sen. Cottingham provided update.
 - a) Proposal for Revisions to Graduate Faculty Selection Policy - Motion proposed by Sen. Cottingham to approve; no second needed as motion comes from committee. There was no discussion. Motion passes: 33Y:0N:0Abs
 - b) Proposal for Revisions to Nepotism Policy – Motion proposed by Sen. Cottingham to approve proposal which updates language of the policy to reflect state code; no second needed as motion comes from committee. Discussion. Motion passes: 32Y:2N:0Abs
 - iii. Faculty Attitude Survey – Sen. Purser provided update that the committee was currently soliciting feedback from FAS.
 - iv. Faculty Handbook Oversight – Sen. Robertson provided update of no report.
- b. Other Committees
 - i. Faculty Senate Constitution Review – Sen. Watson provided update that the committee has reviewed the FS Constitution and prioritized areas that will be updated.

VII. Unfinished Business

- a. Proposal for Faculty Handbook Revisions: Transcript Requirements (SGEC: FS)- Motion to approve proposal made by Sen. Carter and seconded by Sen. Killen. No discussion. Motion passes: 34Y:1N:0Abs

VIII. New Business

- a. Proposal for Review and Report on Online Proctoring Services (FS) – FS Pres. Stovall proposed a review as an action from FAS 2022 results. Sen. Cottingham made a motion to send to Academic Affairs to collect information on faculty

needs for online proctoring. Motion seconded by Sen. Carrasco. No discussion.
Motion approved: 33Y:1N:0Abs

b. Proposal to Form an Ad-Hoc Committee to Update the Parental Leave Policy (FS)
– FS Pres. Stovall proposed that a committee form as an action from FAS 2022
results. Motion to form committee made by Sen. Watson and seconded by Sen.
Cottingham. Discussion on how committee would be formed. Motion approved:
35Y:0N:0Abs

XI. Information Items

- None

XII. Adjourn

- Motion to adjourn proposed by Sen. Bowie and 2nd by Sen. Buckley. Meeting adjourned at 4.27pm.

3.2 WORKLOADS

Faculty members who have full-time appointments should understand that they are obligated to full-time service to the University, including classroom teaching, class preparation, grading and evaluation, office hours, student advisement duties, committee or other institutional affairs activities, professional enrichment experiences, research and/or other creative activities, and service. The registrar's office defines "semester" as the period of the calendar (Fall, Spring, and Summer) while "term" denotes the specific duration of the course (e.g., 16-week, first 8-week, interim sessions).

3.2.1 Assignments

During ~~regular~~ Fall and Spring school terms, full-time faculty members are considered to be on duty beginning ~~the first day of registration~~ two business days before regular classes start through the ~~last day of the~~ close of term as published in the University Calendar.

~~Beginning with the 2018-19 academic year, new faculty employment contracts will begin on August 15.~~ Teaching assignments are determined by the chair of the department, the dean of the college, and the Provost and Executive Vice President for Academic Affairs. The chair of the department is encouraged to consult with the faculty in determining assignments.

3.2.2 Faculty Workloads and Teaching Loads

The full-time teaching assignment will be 12 credit hours per semester for a tenure-track faculty member and 15 credit hours for a(n) instructor/lecturer. Each hour of scheduled lecture is to be considered an academic credit hour with laboratory, studio, clinic, field, and activity courses being equated on the basis of each contact hour being equal to three-fourths academic credit hour. Thus, the full-time teaching assignment in contact hours is 16 hours. Each student teacher assigned shall be equivalent to three-fourths academic credit hour. Normal class assignments may include evening, weekend, or off-campus classes, and alternate schedules may be made for faculty who have these assignments and/or other university-related responsibilities.

In the calculation of the faculty teaching load, the following conditions will be observed:

1. The faculty or department chair workload will exclude independent study courses or other special arrangement courses with enrollments of fewer than 10 students. Full-time or adjunct faculty or departments chairs with advanced approval may be compensated for such special courses for credit on an overload basis at the rate of \$40 per credit hour generated in such courses.
 - A. Full-time faculty teaching regular class overloads and adjunct faculty teaching regular classes will be compensated at the rate of \$800 per class credit hour or \$700 per class contact hour, except for applied music lessons where the rate will be established administratively in accordance with availability of funds, principles of equity with respect to other university

wide adjuncts and overloads, and rates of pay for adjunct faculty teaching applied music at other institutions in the region.

- B. Full-time faculty are restricted to no more than one class overload in any semester (normally three semester hours or equivalent contact hours). Exceptions must be approved by the college dean.
- C. In the calculation of faculty workloads, undergraduate courses cross-listed ~~courses with~~ graduate courses will count as one course.
- D. When faculty offer courses taught concurrently even though the numbers of the courses are different, they will count on the faculty workload as one course.
- E. A team-taught course will be credited to each faculty member as one course toward each faculty member's regular teaching load. Faculty are expected to use a collaborative model and to attend all class sessions. Discretion may also be given to colleges based on individual circumstances. Applications for team-taught courses will be submitted to the Provost's Office.
- F. With exceptions for small departments, activity classes, other one-hour credit courses, and special occasions, faculty workloads normally should not exceed three different class preparations.
- G. Released time beyond the ~~12-hour~~ standard teaching load will not be routinely granted unless it follows conditions involving graduate courses or approved released time research. Faculty that are to teach less than a full load because of other assignments should have such arrangements approved in writing well in advance through the department chair, college dean, and the Provost and Executive Vice President for Academic Affairs.
- H. The following teaching loads apply when faculty teach graduate courses.
 - 1. nine credit hours if only graduate courses are taught;
 - 2. faculty who teach at both the undergraduate and graduate level may have an appropriate reduction in workload if scholarly activity supports the reduction and, upon recommendation of the department chair, approval by the college dean and academic vice president; and
 - 3. summer term teaching loads are limited to six hours whether they be graduate or undergraduate hours.
- I. Clerical help will be provided to each faculty member through the departmental administrative assistant. Departmental administrative assistants are assigned according to departmental needs and are subject to university budget limitations. Generally, a full-time administrative assistant is assigned only to departments having six or more faculty members.

3.2.3 Office Hours

Faculty-student interactions outside of the classroom are among the most important on a college campus. To facilitate these interactions, faculty hold regular office hours each week during ~~semesters and~~ terms in which they have teaching assignments. Faculty office hours may be held physically, virtually, or a combination of both as best fits the needs of the course(s) and academic program. Working with the department chair and subject to approval by the dean of the college, the full-time faculty members in each academic department are responsible for determining the office hour policy for the department. Scheduling office hours in excess of seven hours per week or on days that the faculty member does not have scheduled classes is at the discretion of individual faculty members. Faculty members will list their office hours on all syllabi at the beginning of each semester term.

3.2.4. Department Chairperson—Appointment, Workload, and Supplement

Department chairpersons are appointed to four-year terms that are renewable at the option of the University. Renewals shall be on a four-year term. All department chairpersons hold "at will" appointments which are not replaced by indicating the term of appointment.

While department chairpersons are appointed by the Provost and Executive Vice President for Academic Affairs, they report to the respective college dean who supervises their work. Thus, the college dean has the major responsibilities in the selection and supervision of the department chairperson. This responsibility includes utilization of a standardized plan for selection of department chairpersons, revision of the generic job description for department chairpersons specific to each department, and development of a standardized plan of evaluation that will be used for all department chairpersons during the review of a completed term and before recommendations are made for the renewal of a term. Recommendations for appointment and renewal or non-renewal of a term are made by the college dean to the Provost and Executive Vice President for Academic Affairs.

Department chairpersons have responsibilities according to their job descriptions which may, in turn, vary somewhat according to the size and type of department. However, department chairpersons have some general responsibilities that apply to all. These general responsibilities include: teaching classes in the department, developing departmental curriculum, requesting and administering an adequate departmental budget, and creating departmental course schedules that accurately reflect faculty workloads~~recruiting outstanding faculty for the department~~. The department chairperson has major responsibilities for leadership in the university's institutional effectiveness program. The department chairpersons also have the responsibility of representing the Administration to the faculty as well as the faculty to the Administration. Due to the special nature of the department chairpersons' position that involves both faculty and administration and due to the duties they have that go beyond the normal teaching responsibilities and workload policies as described in this Faculty Handbook, relief is given to the chairpersons through a teaching load reduction and a salary supplement. The supplement is strictly for the administrative duties, and it ceases when administrative responsibilities are no longer held by the department chairperson; however, department chairs retain any increases that were realized throughout the term appointment. "Across the board" raises will be applied to base department chair supplements in the same manner that they are applied to base salaries.

Department chairs will receive an \$8,000 supplement each year, a six-hour teaching load reduction in the fall and spring semesters, and a three-hour teaching load reduction during the summer ~~term~~semester.

3.2.5 Off-Campus Instruction

The University schedules a limited number of credit courses in off-campus locations. Assignment to off-campus instruction may be made a part of the regular teaching load or may be requested of faculty on an overload basis.

3.2.6 Interim Periods

Courses and workshops are offered from time to time in the interim periods of May, August, December, and the spring recess. Interim session courses may be assigned to and taught by any qualified member of the faculty, subject to the concurrence of the department chair and college dean. Instruction for such courses may be requested at additional payment. Interim credit work through study abroad is arranged with individual faculty members through the department chair and college dean.

3.2.7 Overloads for Department Chairs

During the academic year, chairs of departments may participate ~~in~~ university administrated grants and contracts where the grant provides funding support for course buyouts or course releases. Specifically, the funding agency authorizes the use of grant funds to offset that portion of the department chairs' time and effort dedicated to executing the grant, with no resulting increase in responsibilities. ~~In regular school terms, and where~~When the grant does not provide funding support for course buyouts or course releases, chairs of departments may not assume course overloads or extra-duty responsibilities associated with university-administered grants or contracts except as required by unforeseen emergencies and as based on determination of the chair of the department and approval of the dean of the college.

From: [Vandiver, Renee P](#)
To: [Johnson, Lorie Michelle](#); [Stovall, Jessica E](#); [Bolton, Melissa Buckner](#); [Sandvig, Amber Fay](#)
Cc: [Oden, Kristy Oneal](#)
Subject: FW: Revised Substantive Change Policy for EC Approval
Date: Monday, October 31, 2022 3:21:38 PM
Attachments: [Revised SACSCOC Sub Change Policy.pdf](#)
[image001.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

On behalf of SGEC Chair Kristy Oden, I wish to inform you that at its meeting today, the Shared Governance Executive Committee considered the enclosed proposal from the SACSCOC Liaison, with approval from the Council of Academic Deans and by Executive Council as an interim policy while it goes through formal shared governance review, for a revised Substantive Change Policy. The SGEC determined this as an issue to be reviewed by all constituent groups, beginning with the Institutional Effectiveness Committee and all three Senates. Therefore, please inform Dr. Oden of the outcome of this review with a copy to me. Thank you.

From: Vandiver, Renee P
Sent: Monday, October 10, 2022 1:38 PM
To: Sherrill, Regina B <rbsherrill@una.edu>
Cc: Alexander, Ross Cory <ralexander3@una.edu>
Subject: Revised Substantive Change Policy for EC Approval

Regina –

Would you please add the attached Revised Substantive Change Policy to the agenda of the next EC meeting? Following behind the revised policy is the current policy. At its meeting this morning, COAD members unanimously agreed to recommend to the Executive Council that the revised Substantive Change Policy **be adopted as an interim policy while it is considered through the shared governance process**. In her presentation to the COAD, Lorie Johnson outlined that the proposed revisions to the Sub Change Policy add the procedures for identifying, documenting, and reporting substantive changes to SACSCOC (absent from the current policy) and transfers the responsible officer from the COAD to the Provost.

Would you please let me know the outcome of EC's consideration so that if approved, I may add it to the agenda of the next scheduled SGEC meeting? Thank you.

Ms. Renee' P. Vandiver '85 | [256-765-4258](tel:256-765-4258)
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Substantive Change Policy for Institutional Accreditation University of North Alabama

Purpose

The University of North Alabama (UNA) is obligated to comply with the substantive change requirements of the U.S. Department of Education (34 C.F.R. § 602.22). Substantive change refers to any “significant modification of the nature and scope of an accredited institution.” The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the University’s regional accreditor, maintains oversight of institutional compliance with this regulation. SACSCOC’s Substantive Change Policy also addresses program-level changes that require institutions to notify SACSCOC in a timely manner and, under some conditions, to obtain approval prior to implementation.

The purpose of this policy is to ensure compliance with SACSCOC Substantive Change policy by identifying mandatory procedures for identifying, documenting and reporting substantive changes to SACSCOC.

Audience

This policy applies to all colleges, departments and units in the University, including both academic and non-academic. Within academic areas, potential substantive changes may originate with faculty, departments or deans, associate deans and/or the Provost. In areas outside of Academic Affairs, potential substantive changes may originate with individual units, management teams and/or vice presidents. Each individual hereby designated is required to understand and to fully comply with this policy.

Compliance

The purpose of this policy is to ensure compliance with SACSCOC, the University’s regional accrediting body recognized by the U.S. Department of Education as an agency whose accreditation entitles its member institutions to seek eligibility to participate in Title IV programs. Failure to follow SACSCOC substantive change policy and procedures may result in adverse accreditation actions for the institution, such as sanctions, loss of Title IV funding, or being required by the U.S. Department of Education to reimburse funds received by the institution for programs related to the unreported substantive change.

Definition of Terms

Substantive Change: A significant modification or expansion of the nature and scope

of an accredited institution. Under federal regulations, substantive change includes revisions to the mission, legal status, or control of the institution; the addition of courses or programs that are significant departures from current offerings; establishment of off-campus instructional sites; program closures; collaborative academic or contractual arrangements with other institutions or entities; and related actions. SACSCOC specifies additional types of substantive changes that must also be reported and/or approved before implementation.

Significant Departure: A program that is not closely related to previously approved programs at the institution or off-campus site in terms of content or mode of delivery proposed.

SACSCOC Liaison: The individual designated by the President to serve as the University's representative to SACSCOC and to coordinate communications concerning substantive change and other accreditation requirements.

Request for Substantive Change Review: A request submitted to the SACSCOC Liaison by a dean or designee to determine if a proposed program action would be considered a substantive change under current SACSCOC policy and to confirm the requirements for ensuring compliance. This submission is made in Courseleaf and must follow University protocols and approvals for proposed programs and program changes.

Policies and Procedures

All proposed changes related to academic for-credit programs must be submitted to the University's SACSCOC Liaison for review through Courseleaf to determine whether the proposed changes are included in any of the categories for which SACSCOC requires prior notification or approval. The Courseleaf submission must include the title of the proposed change, a brief description of and rationale for the proposed change, the expected implementation date, and any proposals or other documentation (i.e., ACHE proposals) prepared as part of the University's internal program approval process. The SACSCOC Liaison will review the proposed change in relation to current SACSCOC policies and document in Courseleaf whether the change is substantive according to SACSCOC current policy. If the change is substantive, the Liaison will provide advice concerning requirements and dates by which a notification or prospectus must be submitted and will work with the program Dean or designee to prepare the documentation and letter of transmittal for the President's signature. The SACSCOC Liaison will submit all substantive changes to SACSCOC on behalf of the University.

This policy, current SACSCOC policy, instructions, and contact information for the SACSCOC Liaison are provided on the UNA website at <https://www.una.edu/sacs/index.html>. To ensure that SACSCOC reporting deadlines are met, questions and requests for review should be directed to the SACSCOC Liaison as early as possible in the planning process.

The current SACSCOC policy on Substantive Change and listing of changes that must be reported or approved is available at: <https://sacscoc.org/accrediting-standards/substantive-changes/>

Policy Roles and Responsibilities

Responsible Office: SACSCOC Liaison/Academic Affairs

Responsible Executive: University President

Responsible Officer: Provost and Executive Vice President for Academic Affairs

The Office of the Provost and Executive Vice President for Academic Affairs informs deans of substantive change policies and maintains on its website the SACSCOC Substantive Change Policy, UNA policies and procedures for compliance, and instructions for submitting a substantive change review to the SACSCOC Liaison.

The SACSCOC Liaison maintains current information on SACSCOC Substantive Change policies; communicates and interprets those policies to the campus community; confers with SACSCOC staff to confirm application of policies to specific situations and prepares documents, notifications, and requests for SACSCOC approval for the Provost and/or President's signature.

Related Regulations, Statutes and Policies

U.S. Department of Education Regulations Concerning Substantive Change (34 C.F.R. §602.22.):

<http://www2.ed.gov/policy/highered/reg/hearulemaking/hea08/34cfr602.pdf>

(please see page 12).

SACSCOC Substantive Change Policy Statement (subject to change without notice):
<https://sacscoc.org/accrediting-standards/substantive-changes/>

University of North Alabama Substantive Change Policy for Institutional Accreditation, located on the website of the Provost and Executive Vice President for Academic Affairs at <https://www.una.edu/sacs/index.html>.

Document History

- Initial approval by the UNA Council of Academic Deans: February 13, 2012
- Initial approval by the UNA President: August 30, 2012
- Reviewed, revised and approved: 2013, 2016, 2021 and 2022
- Most recent revision: October 2022

This policy is subject to change without notice in response to U.S. Department of Education and/or SACSCOC policy revisions.

Policies and Procedures for Substantive Change

University of North Alabama

As a condition of membership, institutions accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) have responsibility for compliance with the Commission's substantive change procedures and policy (Comprehensive Standard 14.2). The University of North Alabama is committed to ensuring that the institution meets that standard and all policies embedded therein. The following policies and procedures have been adopted by the institution to provide a framework for monitoring compliance.

Responsibility for Monitoring Substantive Change

The Council of Academic Deans (COAD), in consultation with the UNA SACSCOC Liaison, is charged with the responsibility of monitoring compliance with SACSCOC substantive change. As part of that responsibility, the COAD has in place policies and procedures that monitor ongoing compliance with all substantive changes identified by SACSCOC and enumerated below. Any institutional change enacted, as outlined below, is submitted to the COAD for review and prior approval as required. Once approved, the UNA SACSCOC Liaison ensures the proper submission to SACSCOC.

Purpose of the University of North Alabama SACSCOC Substantive Change Policy

The purpose of this policy is to maintain University compliance with the standards of accreditation of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) which require, in part, the adoption of policies and procedures to ensure compliance with the SACSCOC Substantive Change Policy.

Policy

The University of North Alabama shall maintain compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Substantive Change Policy, revised March 2021, and all subsequent revisions published by SACSCOC. The University shall maintain procedures to ensure compliance with this policy. Further, the procedures shall ensure that all potential substantive changes are reviewed by the SACSCOC Liaison and approved by the Council of Academic Deans (COAD). Procedures shall provide guidance for all University programs and institutional procedures regarding potential substantive changes to ensure timely review and approval by University officials, and timely submission to SACSCOC.

Procedures

In accordance with this policy and the SACSCOC Substantive Change Policy, the University shall develop procedures to ensure proper review and approval of all potential substantive changes. The Provost and Executive Vice President for Academic Affairs and SACSCOC Liaison shall be responsible for developing

and maintaining compliant procedures, including any revisions necessary to maintain continual compliance with SACSCOC Substantive Change Policy.

Summary

In summary, the Council of Academic Deans, in consultation with the UNA SACSCOC Liaison, assumes primary responsibility for remaining abreast of substantive change policies and ensuring that the University of North Alabama is fully compliant with those policies. To assist in compliance, the COAD will hold a workshop each spring semester to review the most recent SACSCOC substantive change policies. The Policies and Procedures for Substantive Change will be revised as required to meet changing SACSCOC guidelines. Official minutes of COAD meetings will be used to document compliance with the policies and procedures outlined herein.

Policy Updates and Approvals

Approved by SACSCOC Leadership Team, February 8, 2012
Approved by Council of Academic Deans, February 13, 2012
Campus Notification of Policy, February 20, 2012
Amended by Council of Academic Deans, August 22, 2012
Approved by SACSCOC Liaison, August 28, 2012
Approved by President of the University, August 30, 2012
Approved by Council of Academic Deans on October 14, 2013
Approved by SACSCOC Liaison, November 6, 2013
Approved by President of the University, November 4, 2013
Amended by Council of Academic Deans, April 6, 2015
Affirmed by Executive Council, April 13, 2015
Amended by Council of Academic Deans, March 8, 2016
Affirmed by Executive Council, March 14, 2016
Amended by SACSCOC Leadership Team, April 1, 2021
Approved by SACSCOC Liaison, May 1, 2021
Approved by Council of Academic Deans, February 21, 2022
Affirmed by Executive Council, February 28, 2022

Parental Leave Policy Committee

Shane Banks

Stephanie Clark (chair)

Chris Cottingham

Michael Floren

Terri Garrison

Andrea Hunt

Ansley Quiros