

**MINUTES (approved 13 Oct 2009)**  
**Academic Affairs Committee**  
**Emporia State University**  
**22 September 2009**  
**PKP Room, Memorial Union, 3:30 pm**

Present: George Durler, Elizabeth Locey, Lori Mann, Ann Miller, Dwight Moore, Ann O'Neill, Christy Schreck, Lynnette Schreiner

Absent:

Substitutions: Bob Jones for James Aber

Guest:

1. Meeting was called to order by O'Neill at 3:31
2. The minutes of 8 September 2009 were approved as distributed.
3. Information Technology Bills: These bills were on first reading at the Faculty Senate meeting of 15 September 2009. Based upon discussion at that meeting, O'Neill felt that discussion of two of those bills was in order.
  - a. Secure Areas: This is a bill that would establish the policy that all areas that house protected information must be locked when not occupied. This bill is in response to the legislative postaudit that specifically requires that office doors be locked after hours. There was some discussion as to what constituted "after business hours" and perhaps this could be interpreted to mean when the building is locked. By making the policy apply 24 hours per day, it was suggested that we are increasing the liability of faculty and staff beyond what is required. After much discussion the following amendments were agreed upon. Line 12, remove the words "office and" so that the sentence starts with "Areas ...". Line 14, remove the words "when unoccupied" so that the sentence ends with "...access." Line 26, add the sentence "Individuals are responsible for securing their own areas when leaving the building." Line 27, add a blank line. It was moved and seconded to accept the amendment. Motion passed.
  - b. Amendment To The Password Policy: Establishes the policy that all passwords must conform to a set of standards that define strong passwords. It was mentioned that at the Faculty Senate meeting somebody had asked which dictionary was referred to in line 19. It was moved and seconded to change "the dictionary" to "a dictionary" on line 19. Motion passed. No other changes were suggested for the bill.
4. Curriculum Review: In response to a question, O'Neill stated that the recommendations from the summer committee that examined the curriculum review process would be forthcoming from the Provost in a couple of weeks and that AAC would then take up changes to the curriculum review procedures.
5. Graduate Council: It was mentioned that the Graduate Council has recently decided to make membership in the graduate faculty more difficult to achieve and maintain. It was also mentioned that Faculty Affairs Committee might take a look at this.

6. Days on Campus: There was some discussion about the requirement for faculty being in their offices a certain number of days, four days in some cases, per week. Discussion centered around the various roles that faculty play and that given a person's teaching assignment, this might be an undue burden, especially for faculty teaching at distance sites. It was also mentioned that faculty who are on campus every day often get more of the committee assignments than those who are not on campus every day.
7. Adjournment: Meeting adjourned at 4:24.