

**MINUTES (approved 8 Sep 2009)**  
**Academic Affairs Committee**  
**Emporia State University**  
**25 August 2009**  
**PKP Room, Memorial Union, 3:30 pm**

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

Absent:

Substitutions:

1. Meeting was called to order by O'Neill at 3:30
2. The minutes of 28 April 2009 were approved.
3. Information Technology Bills: O'Neill stated that an ad hoc committee of the Faculty Senate had worked on several policies related to information technology over the summer. The committee was composed of Cheryl O'Dell, Michael Erickson, Dwight Moore, Ann O'Neill, and Amy Webb. These bills deal with passwords, revisions to information security, secure areas, risk assessment, secure disposal of equipment, encryption for transmission of protected information, and the acceptable use policy. These bills will need to be through the Faculty Senate by November to meet the requirements of a recent legislative postaudit. There was some discussion on passwords. These policies will be brought to the next meeting.
4. Bills from 2008-2009: O'Neill asked members of the committee to review the University Policy Manual and determine if bills passed last year have been put into the UPM and that the wording is correct. The following members volunteered to each review a bill (FSB 08001 - Weapons – Moore; FSB 08003 - Mobile Computing – Durler; FSB 08004 - Clear desk/screen – Schreiner; and FSB 08009 - Low Enrollment – Ann) In addition, Aber agreed to determine how easy it was to find the University Policy Manual on ESU's web site and what the link was.
5. Faculty Initiated Withdrawal: Some issues have arisen about the Faculty Initiated Withdrawal that is in part 4E of the UPM. The titles of offices need to be changed. There are concerns about a) bulk withdrawals from classes and whether this is appropriate, b) if withdrawal for non attendance should be indicated on the transcripts differently that a withdrawal for disruptive behavior, c) what is the responsibility and rights of faculty under this policy, and d) how does withdrawal for non-attendance apply to face-to-face classes versus online classes.
6. Reassigned Time Committee: In response to a question, Moore reported that a committee had been working over the summer to collect information on the extent of reassigned time for tenure-line faculty and how this reassigned time may be reducing student credit hour production. A report from the committee is due to the Provost's office next week. The committee addressed issues of equity in how reassigned time was allotted and for what purposes across departments. One goal of the committee was to suggest how much reassigned was appropriate for the university. Further discussion mentioned that FAC will be working on a service load policy and that faculty in the School of Business must be able to teach 9 credit hours per semester because of accreditation issues. It was also mentioned that there was some

variance among departments how the recently passed Faculty Load Policy was being interpreted by chairs.

7. Adjournment: Meeting adjourned at 4:09.