
Ex Officio: Robert Banks, David Byelich

Other: Michael Rubner and Donna Zischke

Chairperson, Ved Gossain, called the meeting to order at 1:10 p.m.

Approval of Agenda: The agenda was approved.

Approval of Minutes: The minutes of the November 28, meeting were approved.

Announcements:

Robert Banks announced that the previously scheduled date of January 6, 2001 for a UCFA Forum on Copyright Policy has been changed to January 17. He noted that seven people attended the forum scheduled for this topic on November 30, mainly asking for clarification on policy. The process of gathering commentary will continue.

Dr. Banks noted the review of policy on Parental Leave previously distributed to the Committee has been reconfigured to make it gender neutral. He also noted that the policy on Short-Term Disability would appear first in the Faculty Handbook followed by the policy on Parental Leave.

There was concern expressed by some of the Committee members that policy related to pregnancy and childbirth is referred to as part of policy on Short-Term Disability leave. Dr. Banks informed the Committee that legal counsel for the University assured him this is the correct terminology for this issue.

A motion to approve the draft of the Medical and Parental Leave policies was seconded and approved.

Reports from subcommittees:

Personnel: Martin Berz, Chair. Martin Berz distributed a draft copy of the Recommendation for Reappointment, Promotion, or Tenure Action policy, with recommended revisions, from the Personnel Subcommittee.

Revisions were recommended in regard to re-ordering the criteria for evaluating scholarly activities and contributions and adding a footnote referring to the University Mission
Statement. It was also recommended to consider changing policy or eliminating the option to “Reappoint as Assistant Professor and award tenure” from the list of Recommendations by Department Chairperson/School Director listed on the form. In regard to Form D-IV E listing Grant Proposals, it was recommended that the “Status Funded” column be changed to “Amount Funded” and that an additional column be added called “Amount Assigned to Faculty Candidate (if applicable).

A motion was seconded and approved to send these recommendations forward to the Tenure Committee. Robert Banks will report back to the Committee with the conclusions from the Tenure Committee.

Recommendations on the Patent Policy will be held until the UCFA Forums on this topic have been completed.

**Budget:** Alvin Smucker, Chair reported on computer software for the cohort analyses of the faculty survey on MSU health care. He solicited support by UCFA representatives from each college to encourage completion and return of this survey as well as convey that this survey is not a mandate for options, it is simply recruiting additional inputs from the faculty and retirees. It is anticipated this survey will be forwarded by late December. The Budget Subcommittee solicits UCFA committee inputs during their January discussions on faculty salary increases. Salary recommendations, by the UCFA, will be forwarded to the Office of the Provost by late January or early February.

**Old Business**

No old business was noted.

**New Business**

Melissa Crimp reported to the Committee that she had attended the forum on copyright. She suggested to Frederick Tims that the College of Arts and Letters may want to draft some language for the Copyright policy in regard to manuscript completion grants as this is an important issue for the College.

**The UCFA adjourned to subcommittees at 2:40 p.m.**