

*Minutes*

COMMISSION ON FACULTY AFFAIRS

November 6, 1987

The meeting convened in the Newman Library Board Room at 1:30 p.m.

Present: R. Blieszner, S. Conrad, H.K. Doswald, D. Gelbert (for A. Kelly),  
B. Grossman, J.D. McAllister, J.M. Perry, P. Scanlon, J. White

Absent: D. Conn, L. Killough, R.A. Paterson

Visitor: D. Ford

I. Announcements.

- R. Blieszner will chair this meeting.
- The assignment of commission members to lead the discussions of the following issues were noted:

Faculty liability/student organizations	P. Scanlon
Annual leave for CY faculty	D. McAlister
Comprehensive guidelines on record keeping	R. Blieszner
Issues relating to Distinguished Professors	L. Killough
Appointment of Endowed Chairs/ Professorships	J. White
Promotion of faculty in Emeritus status	H. Doswald
Eval.of faculty contributions to teaching, etc.	R. Paterson
Committee on faculty ethics	B. Grossman

II. Agenda. The agenda was adopted.

III. Minutes. The minutes of the meeting of Oct 2, 1987 were approved.

IV. Faculty liability/ student organizations

Request for meeting with the university attorney's office about the state law on this issue still pending. This issue will be actively pursued in future commission meetings

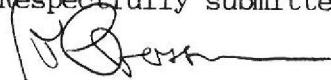
V. Comprehensive guidelines on record keeping

The issue of records kept on faculty as well as students was discussed. Of particular concern was the who should have access to the records and how long should they be kept. D. Ford pointed out that the official records are covered by the freedom of information and privacy acts. For example students have access to their file within a specified time period. However, private personal files may separately be kept. Precisely what constitutes an official record was not clear to the commission members. Student records are kept with the registrar, the college and usually the department and/or the

advisors. Faculty records are kept in the personnel office, the college and department offices. Other records are kept with various committees and other university offices. Issues regarding the use of social security numbers for the I.M.S. systems and for grade posting were discussed. Clarification of what constitutes an official record will be discussed with the university attorneys office.

The meeting was adjourned at 2:10 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Bernard Grossman", with a long horizontal flourish extending to the right.

Bernard Grossman