

Minutes Steering Committee Meeting
August 20, 2019
Samford Hall, 206

Present: Nedret Billor (Chair), Emmett Winn, Jared Russell, Michael Tillson, Don Mulvaney (Chair-Elect), Bill Hardgrave (Provost), Jung Won Hur, Greg Schmidt (Secretary-Elect), Michael Baginski (Immediate Past Chair), Adrienne Wilson (Secretary)
Absent: Bob Norton

Nedret Billor, Senate Chair, called the meeting to order at 3:30pm.

- **Approval of the Minutes:** Steering Committee Meeting, June 6, 2019-unanimous consent.

- **Provost Presentation**
- *Parental Leave*-ad hoc committee formed to research policies (maternal and paternal); representation includes 4 faculty, 1 HR, 1 legal; meeting on Thursday, 8/22, for Provost to give the committee it's charge.
- *Teaching Effectiveness*-Emmett recommended to Executive/Steering Committee to revise Student Evaluation of Teachers with presentation to Senate
- *Service Recognition*-issue guidance to all deans (not policy) that the amount of time spent on service should be taken into consideration when evaluating (FAR).

- **Don Mulvaney-New Senator Orientation**
- Lunch meeting set for September 4
- Opportunity to share information and talk with new senators in a more informal setting

- **Adrienne Wilson-Status of Committee Reports**
- 37 committees have turned in reports
- 9 committees have not responded
- Info includes reports on activities, number of meetings, # of hours involved

- **Michael Fogle: Change in Post Docs' Benefits**
- Benefits changes go into effect October 1
- Specific highlights include changes in Mandatory Requirement, Leave Accrual, Other voluntary Insurances
- Graduate Department-face of the Post Docs
- Changes will help make AU more competitive

- **Ronda Lacey-HIPAA**
- Presentation designed to create awareness of what HIPAA is, and to share information of how to reach out for help if needed.
- PHI-protected health information; explanations of privacy and security
- Useful for IRB/researchers

- **Rickey Causey-FERPA** (Family Educational Rights and Privacy Act)
- Explanation of what it is and specific rights in relation to students
- Quick Reference Guide available

- **Kristen Roberts, J.D, Compliance Manager**
- New conflicts of interest disclosure process
- For improvement of operational efficiency
- One disclosure annually for all full-time faculty
- Mandatory university policy

- **Approval of Senate Meeting Agenda for 8/27**-unanimous consent

- **Other Business**
- No

Meeting Adjourned at 4:55pm

Respectfully submitted,

Adrienne Wilson, Secretary