

**Faculty Senate Meeting
February 19, 2015**

Gwyneth Williams, Faculty Senate President, Presiding

Members Present: John Aleshunas, Ginny Altrogge, Jef Awada, Larry Baden, Glen Bauer, Don Conway-Long, Ted Green, Ryan Groeneman, Terri Reilly, J.P. Palmer-Schuyler, Chris Sagovac, Joe Schuster, Eileen Solomon, Keith Welsh, Phyllis Wilkinson

I. Approval of Minutes:

September 18, 2014 Senate Minutes – Approved by unanimous consent.

January 22, 2015 Senate Minutes - Approved by unanimous consent.

January 29, 2015 Senate Minutes - Approved by unanimous consent.

II. DeLyle Bowen – Handbook in pdf format

Gwyneth asked DeLyle Bowen to attend to discuss what is involved in switching the University Handbook’s current format to pdf. The Intranet form is very unwieldy and the change will make it more user-friendly and graphically appealing.

DeLyle will create a page that lists what changes have been made so that the most current revisions will be clear. She will also add an additional heading level (Roman Numerals, etc.) and will send the Senate a preliminary version after catalog season.

The Table of Contents will contain links so that when a topic is clicked, it will go to that topic in the Handbook.

A motion was made and seconded to approve the general pdf format knowing that a draft will be sent at a later date containing a more structured headings format, an added footer section, and the table of contents. Motion carried.

III. Spring Institute

An update on the upcoming Spring Institute was given.

IV. Handbook Contradiction

Rita Smith is investigating a contradiction in the University Handbook regarding Sabbatical Leave.

V. Announcement

Jef Awada announced that *Big Love* runs for the next two weeks and encouraged everyone to see it, if schedules allow.

With no further business, the meeting adjourned at 2:14 p.m.