

Faculty Senate Documents Committee
2022-2023 End-of-Year Report
April 26, 2023

Members: Jenna Lee Moore (co-chair), Larry Bohannon (co-chair), Marcus Bond, Abe Book, Tyson Koenig, and Chen Wu

Meetings: Documents Committee met 8 times over the course of the academic year.

Activities:

- Passed bill 23-A-XX – Minor Edits Faculty Senate Constitution
- Identified all links, including broken links, in the Faculty Senate Handbook (see below)
- Researched and discussed options for converting the Faculty Senate Handbook to a digital version on the new portal (my.semo.edu).

Activities for the Future:

- Work with IT to create a prototype of a digital handbook on my.semo.edu to present to Faculty Senate

Other Notes:

- After considerable research, the Documents Committee feels moving the Faculty Senate Handbook to the new portal is the best option at this time. The digital version can be edited in real time by members of the Documents Committee, Executive Committee, or Faculty Senate Secretary
- The committee strongly recommends keeping a public facing PDF of the Handbook on the university webpage, which shall be updated at the end of each academic year.

Links in Faculty Senate Handbook (*indicates a broken link):

p. 8: Coordinating Board for Higher Education
p. 8: Board of Governors
p. 8: Organizational Chart*
p. 8: Academic Affairs Chart*
p. 46: University Standing Committees and Councils*
p. 57: Faculty Search Process Guidelines
p. 79: Faculty Senate Resolution 17-1
p. 124: Academic Advising
p. 137: United States Copyright Office
p. 138: Southeast University's Copyright Manual*
p. 138: Information Technology Website
p. 144: Grants and Research Funding Committee Guidelines*
p. 160: Honors Program Website
p. 167 Faculty Professional Travel Procedures*
p. 175 Funding Results
p. 180 Regular Program Review*
p. 181 Process for Academic Restructuring*

- p. 203: Information Technology & Network Systems Acceptable Use Policy and Procedures*
- p. 203: Southeast University's Copyright Manual*
- p. 203: University Acceptable Use Policy*
- p. 204: University Acceptable Use Policy*
- p. 209: Business Policies and Procedures Manual*
- p. 209: Affirmative Action/Equal Employment Opportunity Plan*
- p. 209: Title IX Compliance, Sexual Discrimination, Sexual Harassment, Sexual Misconduct/Sexual Violence Policy*
- p. 209: University Anti-Harassment and non-Discrimination Policy*
- p. 209: Division of Equity, Access, and Behavioral Health
- p. 210: Americans with Disabilities Act (ADA)
- p. 210 Request for Services: Accessibility Services
- p. 211: Accessibility Services
- p. 211: Tobacco Use in the Workplace Policy*
- p. 211: University Communications & Marketing*
- p. 212: Campus Life & Events Services
- p. 212: University Travel Policies*
- p. 212: Prevention of Alcohol/Drug Use Policy*