

IUPUI Faculty Council Committee Annual Report 2008-09

Committee Name: Handbook Committee

Chair: Josette Jones, Chair; Jennifer Hehman, Co-Chair

Secretary: Karen Lee

Members: Kristine A. Grefsheim, Jennifer L. Hehman, Richard C. Turner, Richard E. Humphrey, Victoria Rogers, Josette F. Jones, Laura Marie Romito-Cera, Todd J. Daniels-Howell, Narayanan B. Perumal, Pamela A. Rettig, Margherita R. Fontana, John J. Tilley, Karen Eckert Lee, Carol Lynne Baird, Peg Brand (part of the year) .

Action Items:

Action Item(s)	Status
<p>The Committee met monthly in the 2008-2009 academic year and completed the following work: using Oncourse and the assistance of Karen Lee, Kristine Grefsheim and the EVC Office Staff, the Committee, having assembled and compiled all the relevant IFC policies of the past eleven years and information held in the past IUPUI IFC Campus Supplement edition (1997-1999) to the Academic Handbook, selected and organized it into an electronic / digital format (new).</p>	<p>Completed twelve drafts and currently working to publish draft 13 to the web.</p>
<p>We then organized it into five sections to keep related documents and policies together, deleting redundant or out of date materials and information held in the latest edition (August 2008) of the Academic Handbook. We are now in the last phase of this process—the final detail editing- to update whatever information we found to need it -- that did not require Faculty Council Approval. We made 12 draft editions in this process and each member of the committee contributed in this process.</p>	<p>Completed twelve drafts and currently working to publish draft 13 to the web.</p>

<p>We met during the year with Joe Scodro (University Counsel), to discuss any legal issues which are covered in the new IUPUI Campus Faculty Handbook, and later with Mary Fisher, who is helping by preparing an updated history of the Campus for inclusion. Once this is added, the new draft edition of the IUPUI Handbook will be submitted to the EC and full IFC for approval– then it can be posted on the IFC web site for easy access by all.</p>	<p>Completed twelve drafts and currently working to publish draft 13 to the web.</p>
<p>Todd J. Daniels-Howell, University Archivist, is going to make an annual downloaded archival copy for record keeping each year- probably on July 1 each year hereafter– and a print copy will be kept in the IFC Coordinator’s office for future reference.</p>	

Action Items to be carried over to 2009-2010:

Action Item(s)	Status
<p>Completing the process described above. The next Handbook Committee will only have to add/edit any new policies that get voted on in the 2009-2010 Academic year by the IFC.</p>	

Suggested new action items for 2009-2010 or general comments:

Action Item(s)	Status
<p>In the future, the Committee would like to see more consistent notation on every policy for inclusion into the Handbook (i.e., who is responsible for approval of each one and dates of that approval, not just a vague “Administrative practice.”). This is dependent upon the Secretary of the IFC and the Coordinator making this a routine practice.</p>	<p>Action to be taken by Coordinator of the IUPUI Faculty Council.</p>

An accurate and current chart of the organization of the IUPUI Campus and university structure needs to be in each (annual) edition as well as a current map of the campus.	Action to be taken by the Office of Finance and Administration to keep the organization chart up to date and available on the campus website.
Peg Brand could not participate for most of the year as she had to take family leave to care for her husband.	

Please attach any completed documents or recommendations made by your Committee during this report year. One copy of this report and supporting documents will be sent to the IUPUI University Archives.

Report due: June 30, 2009

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***Preferred submission method is via email.**