MUSC FACULTY SENATE

MEETING MINUTES

November 12, 2019, 7:45-9:00 am
Basic Science Building
Room 202

1. Call to Order (Heather Holmes, MLIS, AHIP, Vice President) 7:48 AM

2. President’s Report:
   - The new startup policy was presented at the October meeting. The policy will be part of the Faculty Handbook and will require a vote from the Senate.
   - MUSC is working on developing a digital badge to be used for continuing education and professional development for disseminating information to the community in ongoing, remote, virtual courses.
   - There is an updated organization chart of the Provost’s office that shows all Provost reports that will be available on Provost website.
   - The section on tenure in the Faculty Handbook indicates that a letter from the Chair is necessary for someone to go up for tenure. The Provost disagrees with this and believes tenure packets should be able to be submitted regardless of having a letter from the Chair and she wants this changed in the Handbook.
   - Next year’s graduation will take place at the North Charleston Coliseum and not the Horseshoe.
   - An ad hoc committee is being formed to develop a policy that has repercussions for professionalism issues for faculty.
   - The state of South Carolina does not allow for paid parental leave but MUSC is looking into some options to see if something can be done locally. Additionally, the Executive Committee discussed looking at the leave policies of Clemson and USC.

3. Committee Reports / Introductions to committees
   - Communication and Education (Melissa Hortman, EdD):
     - There has been low attendance for town halls and the Committee is looking into quicker events to discuss tenure, construction, and other hot topics to get communication out faster.
   - Governance (E. Thomas Lewis III, MD):
     - The Constitution and Bylaws will be voted on during the December meeting.
   - Faculty and Institutional Relations (Heather Holmes, MLIS, AHIP):
     - The Committee will meet next month and address the change to the Faculty Handbook about not requiring a letter from the Chairs for tenure.
   - Institutional Advancement (Kathryn Cristaldi, MD):
     - The three areas of focus for the Committee will be relationships with faculty at new hospitals, strategic planning, and institutional plan to reduce energy use and carbon footprint.

4. Electoral Units Reports
   - Academic Affairs Faculty (Christine Andresen, MLS, MSIT):
     - The Waring Library Sawyer Lecture will feature Historian Victoria Johnson presenting on her book on 11/20/2019 at 5:15 in Drug Discovery with a reception to follow.
5. Approval of Minutes from October - approved without objection.

6. Invited Presentation: (8:15) Willette Burnham, PhD and Susan Carullo; Grievance Policy (see attached slides).

7. New Business:
   • Dr. Stephens and Ms. Holmes are working on remote access for Faculty Senate meetings with virtual attendance being an option that should help with quorum. There is a page set up on Harbor. This will go live for the January 2020 meeting and an email will be sent out that you have been added to the site. You will have access to the collaborate room that allows you to attend via phone/computer, with or without a camera.

8. Apple Tree (see attached slides)

9. Adjourn 8:35

*Minutes submitted by Emily Gottfried, PhD, Faculty Senate Secretary.*
## University HR Policy #44: Grievance Procedure

<table>
<thead>
<tr>
<th>Key Changes</th>
<th>New Policy</th>
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</thead>
<tbody>
<tr>
<td>The employee is no longer required to meet with the supervisor or department head to get their signatures before returning the grievance form to Employee Relations. The employee may also choose to meet with the department but may request that an appropriate MUSC department representative attend the meeting with them.</td>
<td>The employee is encouraged to but not required to meet with supervisor in an effort to resolve the matter. The employee may elect not to participate or the employee may ask a representative from Employee Relations, the Office of Diversity, Equity and Inclusion or the Compliance Office to attend the meeting with them.</td>
</tr>
<tr>
<td>The intent to grieve statement has been eliminated and the time line adjusted so that 14 calendar days is the required time frame for return of the completed grievance application.</td>
<td>If the employee does not return the completed grievance form to Employee Relations within 14 calendar days of the effective date of the adverse action or 14 calendar days from when the employee was notified of the action, whichever is later, the grievance form will be deemed untimely and will be denied. No further action will be taken. The time frame cannot be waived.</td>
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# University HR Policy #44: Grievance Procedure

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<td>Additional notifications to the employee are required in writing depending on whether or not the adverse action is grievable and whether or not the grievance form is timely.</td>
<td>Employee Relations will notify the employee in writing within 5 calendar days of receiving the grievance form whether or not grievance form was timely and whether the action was grievable. If adverse action is covered, the employee will be notified of hearing date within 5 calendar days.</td>
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<tr>
<td>If the adverse action is covered, a grievance hearing date will be set and communicated to employee within 5 calendar days.</td>
<td>Representatives from the Office of Diversity, Equity and Inclusion, Compliance Office, and Employee Relations will approve a diverse &amp; inclusive panel consisting of 5 panel members and 1 alternate. The panel must be selected within 5 days of receipt of the completed grievance form.</td>
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### University HR Policy #44: Grievance Procedure

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<td>The panel members have 5 calendar days instead of 3 days to submit findings and recommendations in writing to the President.</td>
<td>The findings and recommendations of the panel will be transmitted in writing to the President within 5 calendar days after the hearing.</td>
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<tr>
<td>The President or designee reviews recommendations of the panel and makes a final decision within 10 calendar days of receipt of the panel’s findings, or within 45 days of the initiation of the grievance, whichever occurs later.</td>
<td>Representatives from the Office of Diversity, The President or designee reviews the recommendations of the panel and all pertinent documentation and makes a final decision on behalf of MUSC within 10 calendar days of receipt of the Committee’s findings. The President’s written decision is provided to the employee within 45 calendar days after the employee grievance form is submitted to Human Resources. The 45 calendar day may not be waived except by mutual written agreement of the parties.</td>
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SEE PAGE 9
APPENDIX B
GRIEVANCE PROCEDURE FLOW CHART

QUESTIONS?
APPENDIX B
GRIEVANCE PROCEDURE FLOW CHART

Employee has 14 calendar days from the effective date of the adverse action or 14 calendar days from when the employee is notified of the action, whichever is later, to submit the EGF to Employee Relations.

If matter is grievable and timely filed

Employee Relations sets Hearing Date within 5 calendar days of receipt of the completed EGF.

Each party submits Documentation and Witnesses to Employee Relations.

Grievance Hearing Occurs.

Grievance Hearing Panel (GHP) submits recommendations to President or designee.

President or designee provides decision to Employee.

If Employee is not satisfied with decision or MUSC fails to render a decision within 45 calendar days:

Employee may Appeal to State HR Director.

If matter is not grievable or untimely filed

Employee Relations informs Employee within 5 calendar days of receipt of the completed EGF.

- Documents must be submitted at least 14 calendar days before Hearing.
- Witness list must be submitted at least 14 calendar days before Hearing.
- Employee Relations will distribute Document packet at least 5 calendar days before Hearing.

- GHP has 5 calendar days to submit recommendations to President or designee.

- President or designee has up to 10 calendar days from receiving the recommendation of GHP to provide employee with decision.
- Employee may appeal within 10 calendar days of receiving President's or designee's decision or within 55 calendar days of submitting intent to grieve whichever is later.
Creative Solutions to Campus Closure
Faculty Senate
November 12, 2019
Always Have a Plan B

You never know when…
• we might have flooding
• we might not have internet/wifi downtown
• there is more than “normal” traffic
• you can’t make it downtown
• wind will shut down the bridges
• “Name your own disaster”
Remember

- Communicate, communicate, communicate
- Give yourself grace
- Give your learners grace
- Nothing needs to be immediate
Three Options to Build Your Backup Plan

• Blackboard Collaborate
• Harbor
• Panopto
Blackboard Collaborate
# Blackboard Collaborate Use Cases

## Office Hours
- High definition video & audio conference
- One-on-Ones (advising, interviews, etc.)
- Student Support
- Drop ins
- Faster, sharper application sharing
- Chromebook access
- Mobile friendly MP4 session recording & playback
- Live closed captioning
- Mobile application access
- Integrated telephony
- Group & moderator chat

## Teaching & Learning
- High definition video & audio conference
- Faster, sharper application sharing
- Smaller lecture style instruction (up to 100 participants)
- Upload content (server based conversions)
- Need for content sharing / annotation
- Group and moderator chat
- Chromebook access learning
- Mobile friendly MP4 lesson recording & playback for flipped learning
- LTI LMS integration
- Live closed captioning

## Group Collaboration/Meetings
- High definition video & audio conference
- Faster, sharper application sharing
- Smaller classroom / group collaboration (up to 100 participants)
- Need for content sharing / annotation
- Group and moderator chat
- Project based learning
- On-the-fly moderation
- Chromebook access
- Mobile friendly MP4 session recording & playback
- Live closed captioning
- Mobile application access
- Integrated telephony
Blackboard Collaborate User Interface
Panopto Video Capture
Panopto Use Cases

- Secure Video Library
- Collaboration & Meetings
- Employee Training
- Corporate Communications
- Lecture Capture
- Flipping The Classroom
- Distance Learning
- Accessibility
Panopto User Interface
Harbor Use Cases

1. Add content all in one place
2. Create quizzes and assignments
3. Use built-in tools (H5P, Turnitin, Collaborate)
4. Create release conditions, due dates, PLD
5. Track progress, add grades, supply feedback
Harbor User Interface