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Utah State University
Academic Freedom and Tenure Committee (AFT)
Minutes – January 30, 2012

In attendance: Scott Budge, James Barnhill, Britt Fagerheim, Richard Jenson, Lynn Jemison Keisker, Craig Petersen, Mark Riffe, Aaron Roggia, and Helga Van Miegroet, Ralph Whitesides.

- The meeting was called to order at 3:00 PM by AFT Chair Richard Jenson
- Minutes for the December 1, 2011 AFT Committee meeting were read and approved.
- Helga presented suggested wording to replace calendar days with working days in 407.1.2. After a brief discussion and a wording adjustment, a motion was made to define “day” in 407 proceedings as a working day within the faculty contract period for Fall and Spring semesters, excluding Saturday, Sunday, and university holidays. This motion passed.
- Scott presented suggested wording to address a conflict in the code found in 405.6.5 with respect to required response of the ombudsperson and department heads when a process violation is observed by the ombudsperson. Discussion centered on the documentation required by the department head when the ombudsperson reports unresolved issues. A motion was made to propose a code amendment that requires: (1) the committee chair to immediately resolve process violations observed by the ombudsperson; (2) the ombudsperson to report unresolved irregularities to the department head; and (3) the committee report to document the violations and corrective actions. This motion passed.
- Craig presented a proposal to amend 407.6.5 define the role of advisors/attorneys in the grievance pre-hearing as being advisory only (they are not permitted to argue the case). A motion was made to approve this proposed amendment. This motion passed.
- Craig also presented a proposed addition to 407.6.6(2) to address the issue of unwilling or non-cooperating parties. A motion was made to accept this proposed amendment requiring that, in the case of non-cooperating parties, the hearing panel must proceed with a hearing that involves the willing participants and the available evidence. The panel is precluded from issuing a letter to the president without first holding the grievance hearing. This motion passed.
- Richard advised the AFT Committee that he was preparing the annual AFT report to the Faculty Senate and asked the committee to review the updated draft and provide input.
- The meeting was adjourned at 4:15 PM.

Respectfully submitted by Richard Jenson.