

Updates from the Provost Office

Sebastian van Delden

Provost and Vice President for Academic Affairs

April 19, 2024



Outline

- A note on General Education
- ACUE Training Updates
- Update on Policies, Faculty Manual, Processes.
 - Highlight the Accommodations Policy



Update Cycle for Faculty Policies, Manual, Processes, etc

- Changes can be proposed through Shared Governance any time
- Time sensitive one-off shared governance approvals/updates may be needed throughout the academic year
- **July**, Provost does preliminary planning on high priority policy work (dated policies; Faculty/Admin/Other recommendations) work for upcoming year
- **March-April**, Provost/Committees draft final policy/document/etc updates
- **April**, updated policies/documents are presented to last Faculty Conference of the academic year as informational items or for vote
- **May-June**, Provost office makes any adjustments based on



Proposed updates to Policies, Faculty Manual, Processes

- **Attendance Policy**

- Replace Provost with Chair (or next level supervisor) for appeals.

- **Accommodations Policy**

- Added confliction resolution step that brings chairs/dean in help resolve disagreements on “reasonable” accommodations.

- **Department Chair Policy**

- Various updates on appointment, expectations during summer, etc
- States appoint is a 9-month appoint plus stipend, but does not state amount for flexibility.

- **Promotions – Faculty Policy**



Proposed updates to Policies, Faculty Manual, Processes

- **Others coming out of committee/etc**
 - IP Policy (ALC)
 - Extension of Tenure and Post Tenure Review Policy (AFTP)
- **Faculty Manual**
 - Various editorial updates, fixed broken links, etc.
- **Promotion and Tenure Timeline Updates**
 - To be done in the Provost office over the Summer
 - Start date(s) won't change
 - Provost and President letters might be (re)combined starting in 2024-2025.
 - Any updates to be posted by July 1.



Accommodations Policy

- “Accommodations are **reasonable adjustments** to the classroom and campus that provide students with equal access to education at Winthrop.”
- “Accommodations and support services are **individualized** and determined via an **interactive process**, involving the student, any history of disability, impairment, condition, or accommodation, and evidence of a positive connection between the requested accommodation and the limitations of any major life activity.”
- Cannot be cover by a generic policy or practice; Cannot be denied just because it creates on inconvenience to faculty members.



Accommodations Policy

(shortened for space)

1. Students self-identify with the Office of Accessibility (OA) by completing the OA Accommodations Request Form ...
2. .. an Intake/Welcome Appointment scheduled. ...additional documentation may be requested..
3. The interactive process between students and OA continues during a Welcome Appointment to determine any appropriate and reasonable accommodations.
4. After the Welcome Appointment, students are typically provided with a Letter of Accommodation (LOA) that they can send to their instructors via AIM.
5. Students and/or Faculty can contact OA regarding any accommodation questions or concerns, as soon as possible.
6. **If a concern cannot be resolved, the Chair or direct supervisor of the faculty member will be consulted to help facilitate a resolution. The Academic Dean and the Dean of Students may be consulted as needed**
7. OA assists with the provision of accommodations, as needed.
8. Students are responsible for sending their LOA to their instructors each semester.
9. Students uphold personal responsibility associated with engagement of



Updates from the Provost Office

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Provost and Vice President for Academic Affairs

April 19, 2024



Academic Council

Met on 04/05/2024



Academic Council

From the Gen Ed Curriculum Committee

Nine new courses approved for 2023-2024

Motion from AC to approve the following:

Area	Course	Title
GLOB	ARTH 311x	Medieval Monsters
HUMA	ARTH 311x	Medieval Monsters
	ARTS 324	Intro to Video
HISP	ARTH 311x	Medieval Monsters
NCSP	CHEM 115	Light and Color
SOSC	SOCL 213	Intro to Social Inequalities
TECH	ARTS 324	Intro to Video
	BIOL 383	Data Visualization for Biologists (NOTE: 1sh)
	CSCI 147	Practical Website Creation



Academic Council

From the Committee on Undergraduate Curriculum

College Assemblies approved 6 course action items.

No CUC/AC/FC action required.

- **Edit Course (6):** DANA [101, 102, 104, 105, 252], READ330

All actions can be found in CourseDog and AC/FC supporting documents



Academic Council

From the Committee on Undergraduate Curriculum

CUC approved 96 course action items. **No AC/FC action required.**

- **Inactivate (42):** ARTS458, ATRN [101, 151, 152, 201, 201H, 202, 301, 302, 303, 304, 310, 311, 320, 320H, 321, 330, 330H, 331, 350, 350H, 351, 351H, 361, 381, 400, 400X, 401, 402, 402H, 450, 451, 480, 480H, 481], MATH141, QMTH [205, 205H, 206, 206H, 210, 210H]
- **Edit Course (23):** ACCT [306, 407], ARTE593, BADM391, CSCI450, DANA [251, 351], ECED393, EDCI320, EDCO [200, 201, 202, 305, 410], LEAD350, MGMT522, MLED530, VCOM [324, 326, 486], WRIT [366, 367, 465]
- **New Course (31):** ACCT278, ARTS358, BADM361, BSAN [205, 205H, 210, 210H], CSCI [260, 352, 478], DANA [106, 107, 253, 254, 352], DSCI [355, 412], ECON214, EXSC375, HLTH310, LTEC554, MATH241, MGMT485, NUTR323, PESH180, PFST [410, 415, 450], PHIL319, WRIT365, WRIT551

All actions can be found in CourseDog and AC/FC supporting documents

Academic Council

From the Committee on Undergraduate Curriculum

AC approved 07 program change action items (minor or microcertificate).
No FC action required.

- Microcertificate Tech Writing (new)
- Minor in Art-Video (inactivate)
- Minor-Art-Interdiscipl Studio (inactivate)
- Minor-Business Analytics (new)
- Minor-Educational Studies (edit)
- Minor-Financial Technology (edit)
- Minor-Outdoor Leadership (edit)

All actions can be found in CourseDog and AC/FC supporting documents



Academic Council

From the Committee on Undergraduate Curriculum

AC approved 25 program change/edit action items.

No FC action required.

Accounting/Finance/Economics Dept.

BS in Bus Admin-Accounting

BS in Bus Admin-Economics

BS in Bus Admin-Finance

Biology Dept.

BS in Biology

BS in Biology - Conservation

BS in Biology - BioMed Resrch

BS in Biology - Medical Tech

Chemistry/Physics/Geology Dept.

BS in Environmental Sciences

Curriculum and Pedagogy Dept.

BS Human Devl/Child-Adoles Stu

Computing and Info Sciences

BS in Bus Admin-Comp Info Sys

Counsel, Leadership, Educ. St

BS in Middle Lev Ed-Science

Design Dept.

BDes in Design-Graphic Design

BDes in Design-Illustration

BDes in Design-Interior Design

Education Core

BS in Ed Studies-Early Childho

BS in Ed Studies-Elementary

BS in Ed Studies-Mid Lev Math

BS in Ed Studies-Mid Lev Scien

BS in Ed Studies-Mid Lv Eng-LA

BS in Ed Studies-Mid Lv Soc St

Management and Marketing Dept

BS in Bus Admin-Entreprnship

BS in Bus Admin-Hlth Care Mgmt

BS in Bus Admin-Logs & SupCh

BS in Bus Admin-Management

BS in Bus Admin-Marketing

Academic Council

From the Committee on Undergraduate Curriculum

AC approved 09 new program/renaming action items

FC action required.

Motion from AC to approve the following:

- **BA in Theatre – Acting** (edit/rename - Theater and Dance Dept.)
- **New Concentrations** (Interdisc Stud/CAS Deans Office)
 - **BPS-Prof Studies-Commun&Health**
 - **BPS-Prof Studies-Health Inform**
 - **BPS-Prof Studies-Organiz Lead**
 - **BPS-Prof Studies-OrgOps**
- **BS in Artificial Intelligence** (new: Comp & Info Sciences Dept.)
- **BS in Biology - Teacher Cert** (inactivate: Biology Dept.)
- **BS in Financial Technology** (new: Accounting/Finance/Econ Dept.)
- **BS in Ed Studies-Physical Educ** (edit/new track added: Education Core)



Academic Council

Elections / Appointments 2024-2025

Academic Council: Michael Whitney

Committee on University Curriculum: Zach Abernathy

General Education: Kelly Costner



BYLAWS OF THE SCHOOL OF GRADUATE, CONTINUING, and ONLINE EDUCATION ASSEMBLY

(adopted by the School of Graduate, Continuing, and Online Education Assembly, 03-21-2024)

Article I NAME

The name of this organization shall be the School of Graduate, Continuing, and Online Education Assembly (hereinafter “the Assembly”).

Article II RESPONSIBILITIES OF THE ASSEMBLY

Section 1. The Assembly shall be responsible for: (1) its own organization and procedure as provided in these bylaws: (2) the academic programs, policies, and regulations of the School of Graduate, Continuing, and Online Education within limitations prescribed by the Faculty Conference of Winthrop University: (3) such additional matters as shall be referred to it by the Faculty Conference of Winthrop University or by the appropriate administrative officers of Winthrop University (The President, Provost/Vice President for Academic Affairs and Dean of the Faculty, and Dean of School of Graduate, Continuing, and Online Education).

Section 2. Standing or select committees may be created and instructed as necessary by the Dean or the Assembly, either of whom may periodically review the committees’ decisions. Each standing or select committee created, unless otherwise provided, shall elect its own chair and secretary and shall meet at the call of the chair or one-third of its members. All committee meetings, except those designated by the Assembly as closed, shall be open to all members of the Assembly unless the committee specifically votes to meet in executive session. From time to time the Assembly, in consultation with the Council of Student Leaders, shall determine rules concerning student representation on committees of the Assembly.

Section 3. The Assembly shall be the principal legislative body of the School of Graduate, Continuing, and Online Education (hereinafter “the School”) members. The minutes of its meetings shall be filed with the Secretary of the Faculty Conference, and its actions may be reviewed by the Faculty Conference or its subordinate bodies according to procedures and regulations determined by it in

accordance with the Bylaws of the Faculty Conference of Winthrop University.

Article III
MEMBERSHIP OF THE ASSEMBLY

Every member of the Faculty Conference who teaches a class, directs, or serves in one of the programs under the administrative purview of the School shall be a member of the Assembly. If the eligibility of a person for membership is questioned, the Assembly shall be the judge of the qualifications of that person for membership in the Assembly.

Persons in the Winthrop community who contribute to the mission of the School may be appointed by the Dean of the School to Associate Membership in the Assembly. Associate Members may participate fully in deliberations but may not vote. Attendance by Associate Members does not affect quorum determinations.

Article IV
OFFICERS OF THE ASSEMBLY

Section 1. The presiding officer of the Assembly shall be titled Chair of the School of Graduate, Continuing, and Online Education Assembly. The Chair shall be a tenured or tenure-track member of the Assembly or a director of an office or program in the School of Graduate, Continuing, and Online Education. Neither the Dean of the School, nor any Associate or Assistant Dean (if applicable) of the School, shall be eligible to chair the Assembly.

Section 2. The Chair shall be elected for a one-year term corresponding to the academic year plus the following summer. The Chair shall be eligible to be elected to no more than two consecutive terms.

Section 3. The Dean of the School of Graduate, Continuing, and Online Education or the Dean's designee shall designate another faculty member to preside when the elected Chair is absent.

Section 4. The Secretary of the Assembly shall be appointed by the Chair of the Assembly.

Section 5. The Parliamentarian of the Assembly shall be appointed by the Chair of the Assembly.

Article V MEETINGS OF THE ASSEMBLY

Section 1. The Assembly shall prescribe for itself a suitable schedule of regular meetings. The Assembly may delegate to the Chair the responsibility for this scheduling.

Section 2. At least **one meeting of the Assembly but no more than four** shall be held each semester. Special meetings may be called by the Chair of the Assembly; the Dean of the School of Graduate, Continuing, and Online Education; or by ten percent of the members of the Assembly.

Section 3. The agenda of each scheduled meeting shall be prepared by the Office of the Dean in consultation with the Chair of the Assembly. Agendas of special meetings shall be prepared by the official or group of faculty calling for the meeting.

Section 4. For purposes of transacting business, a simple majority of the eligible membership of the Assembly shall constitute a quorum. At the beginning of each meeting, the chair shall determine if a quorum is present. If a quorum is not present, the Assembly shall be able to conduct business if 75% of the members in attendance vote that business should be conducted.

Section 5. Nothing in these bylaws shall be construed as denying the Dean or any Associate or Assistant Dean or any Administrative Officer the right to place items on the agenda of any scheduled meeting, to present reports to the faculty at any scheduled meeting or special meeting called by the Dean, or to be recognized on the same basis as any member of the Assembly to discuss and act on matters brought before the Assembly at any scheduled or special meeting.

Section 6. Curriculum action or other items requiring a vote from the Assembly **may, in special circumstances**, be conducted through an electronic voting forum. This action may be taken only with the approval of the chair of the Assembly and chair of the Curriculum Committee.

Guidelines for Electronic Voting. An item may be placed on the electronic forum for a vote after it has received approval from the necessary parties. An email notification will be sent to all Assembly members with a link to the online forum and summary of information regarding the item requiring a vote.

1. Voting members will have **seven** days to review the curriculum item and supporting documentation.
2. During the **seven**-day period, any Assembly member may post a clarification question. Clarification questions posted to the forum will be answered by a designated person associated with the proposed item.
3. After **seven** days, the Assembly chair will open a motion to approve. At this time, members may vote freely on the curriculum item.
5. Electronic voting options are yes/no/abstention. Members will have **three** days to vote on the motion.
6. The Assembly secretary shall announce the results and declare the thread of “motions” closed. The secretary shall compile and maintain the complete thread of the motion.

Article VI CURRICULUM COMMITTEE

Section 1. The Curriculum Committee of the School of Graduate, Continuing, and Online Education shall be responsible to the Assembly for appropriate reports and recommendations concerning academic programs, policies, regulations, instruction and curricula within the School.

Section 2. The Curriculum Committee of the School shall consist of a maximum of five members of the Assembly, not to include adjunct faculty, elected for two-year terms by the full Assembly. The terms of the faculty members shall be staggered. No more than one member of a department may serve as a voting member on the Curriculum Committee in any given year. A voting member may not serve in succession more than two complete consecutive terms. If a member ceases to serve, a successor shall be elected for the unexpired term only. The Curriculum Committee may seek nominations from members of the Assembly for a student member. In these cases, the recommendations will be forwarded to the Dean of the School who will make the formal appointment.

The Curriculum Committee shall elect its own chair from among its faculty members. The Dean of the School or a designated representative shall sit as a non-voting member. **The faculty member selected in a separate election by the Assembly to serve on the Committee on University Curriculum shall sit on the School’s Curriculum Committee as a non-voting member.**

Section 3. The Curriculum Committee shall create such sub-committees as it

deems appropriate.

Section 4. The Curriculum Committee shall serve as a petitions committee to consider requests from students for exceptions to academic regulations and program requirements of the School of Graduate, Continuing, and Online Education and its components.

Article VII PARLIAMENTARY AUTHORITY

The rules contained in the most recent edition of Robert's Rules of Order shall govern the Assembly and all committees or other entities created under the authority of these bylaws, in all cases to which they are applicable and in which they are consistent with the relevant bylaws or special rules of order. All continuing special rules of order shall be made available to all members of the Assembly.

Article VIII AMENDMENTS

These bylaws can be amended at any regular meeting of the Assembly by a two-thirds vote of the members voting, provided that the proposed amendment has been placed on the agenda by a vote of the Assembly at the previous meeting. Such an amendment shall become effective upon ratification by the Rules Committee of the Faculty Conference of Winthrop University. Any amendments to Article VI (School of Graduate, Continuing, and Online Education) shall only become effective upon the approval of the Dean of the School of Graduate, Continuing, and Online Education, the Provost/Vice President for Academic Affairs and Dean of the Faculty, and the President.

Article IX RATIFICATION

Section 1. These bylaws shall be operative beginning August 15, 2024 provided that they are first passed by the School Assembly and ratified by the Faculty Conference of Winthrop University.

Section 2. All programs, policies, and regulations previously operative in the area of responsibility of these bylaws shall be valid and operative until changed.

ORDER OF IMPLEMENTATION

The Assembly of the School of Graduate, Continuing, and Online Education authorizes the following action prior to August 15, 2024 to prepare for the implementation of the Bylaws of the Assembly: the first election for the Chair of the Assembly shall be held at a meeting of the Assembly during April 2024.

Rules Committee Report

April 2024 Faculty Conference

by

Charles Randle

AY 2023 – 2024 Rules Committee

First Name	Last Name	College	Appointment Method	Term Ends	Committee Chair
Myles	Calvert	CVPA	Elected (College FA)	2024	
Lauren	Kohut	CAS	Elected (College FA)	2025	
Valerie	Jepson	CAS	Elected (FC)	2025	
Diann	Smothers	Library	Elected (College FA)	2026	
Jared	Androzzi	CESHS	Elected (College FA)	2026	
Charles	Randle	CBA	Elected (College FA)	2024	Chair

Agenda

Old

- Vote on Proposed Changes to Faculty Conference Bylaws

New

- Faculty Exception Request - FCUP (Library)
- Ratify Bylaws for the School of Graduate, Continuing, and Online Education
- Proposed Changes to Faculty Conference Bylaws
- New Rules Committee Chair (2024 – 2025)

OLD

Proposed Changes to Faculty Conference Bylaws

(presented at February 2024 Faculty Conference)

- Article IX Section 4
 - **include the Director of General Education as an ex-officio, non-voting member of Academic Council.**
- Update: Article XI (**Table 1: Process for Approving Matters Relating ONLY to Undergraduate Curriculum**)
 - **Correct CUC review for change in grade mode**
- Update: Article XI (**Table 2: Process for Approving Courses Open to BOTH UNDERGRADUATE and GRADUATE STUDENTS**)
 - **Correct CUC review for change in grade mode**

Article IX Section 4 (Academic Council Membership)

Section 4: The President of the University, upon the recommendation of the Vice President for Academic Affairs, shall appoint three voting members of the Academic Council, each from a different major academic division of the University. The Faculty Conference shall elect three voting members at large. Each major academic division of the University shall elect members according to the following formula: one member for the first 25 full-time-equivalent faculty members or fraction thereof in that division and one additional member for each additional 50 full-time-equivalent faculty members or fraction thereof. Members of Faculty Conference who are college or university level administrative officers and whose administrative assignment is greater than 50% of their workload shall be ineligible to serve on the Academic Council, either by election or appointment, except as Secretary. Department chairs are eligible to serve on Academic Council. The term of the Chair shall be one year. The Director of General Education shall serve as an ex-officio nonvoting member of the Academic Council. The Council of Student Leaders shall select one voting member, who shall serve a one-year term. The terms of the voting members of the Academic Council shall be three years and shall be staggered as determined by regulations adopted by the Faculty Conference. If a member ceases to serve, their successor shall be appointed or elected for the unexpired term only. A voting member may not serve in succession more than two complete consecutive terms. No person shall be eligible to serve as a voting member unless they have served two years as a student at Winthrop University or two years as a faculty member at Winthrop University immediately preceding their service.

Article XI: Table 1 Update

Table I: Process for Approving Matters Relating ONLY to Undergraduate Curriculum

Curriculum Action	College Assembly Votes	EPC Votes	CUC Votes	AC Votes	FC Votes
Rename course or change course description; add, change or drop a designator	Yes	If applicable	Only if questioned	Only if questioned	Only if questioned
Add, drop or renumber a course; add or change requirements for a minor	Yes	If applicable	Yes	Only if questioned	Only if questioned
Add or change a prerequisite or corequisite	Yes	If applicable	Yes	Only if questioned	Only if questioned
<u>Change a grade mode on a course</u>	<u>Yes</u>	<u>If applicable</u>	<u>Yes</u>	<u>Only if questioned</u>	<u>Only if questioned</u>

Based on the modification the change in grade mode will move to Row 1 of the Table

Change to "Only if Questioned"

Table II: Process for Approving Courses Open to BOTH UNDERGRADUATE and GRADUATE STUDENTS

	Simultaneously,		If either group disagrees, the proposal is denied. If both groups agree, then it goes forward to CUC (through EPC if applicable), and			
Curriculum Action	College Assembly Votes	Graduate Council Votes	EPC Votes	CUC Votes	AC Votes	FC and GFA Vote
Rename course or change course description	Yes	Yes	If applicable	Only if questioned	Only if questioned	Only if questioned
Add, drop or renumber a course	Yes	Yes	If applicable	Yes	Only if questioned	Only if questioned
Add or change a prerequisite or corequisite	Yes	Yes	If applicable	Yes	Only if questioned	Only if questioned
<u>Change a Grade mode on a course</u>	<u>Yes</u>	<u>Yes</u>	<u>If applicable</u>	<u>Yes</u>	<u>Only if questioned</u>	<u>Only if questioned</u>

Based on the modification the change in grade mode will move to Row 1 of the Table

Change to "Only if Questioned"

Article XVI – Amendments

These *Bylaws* can be amended at any regular meeting of the Faculty Conference by a two-thirds vote of the members present and voting, provided that the proposed amendment has been placed on the agenda by vote of the Faculty Conference at the previous meeting.

In accordance with the above, these changes were presented at the February Faculty Conference, so we are voting on these changes.

New

Faculty Exception Request (1 of 3)

- The library requests a temporary exception to allow a tenure-track librarian to serve on the Faculty Committee on University Priorities as the Dean is the only tenured library faculty.
- The Rules Committee approved a similar request in 2020

Faculty Exception Request (2 of 3)

Faculty Committee on University Priorities

Four-year staggered terms for 7 elected faculty / 8 tenured members

Members are elected by degree-granting colleges (4), the Library (1), University College (1), and Graduate Faculty Assembly (1)

The Chair of Faculty Conference serves ex officio with vote

A chair is elected by the voting members for a two-year term

This committee shall be responsible for meeting at least three times each year with the Executive Officers of the University to provide a combined faculty perspective on admissions policy, planning, objective setting, and resource allocation, as well as other areas that are important to the University's future.

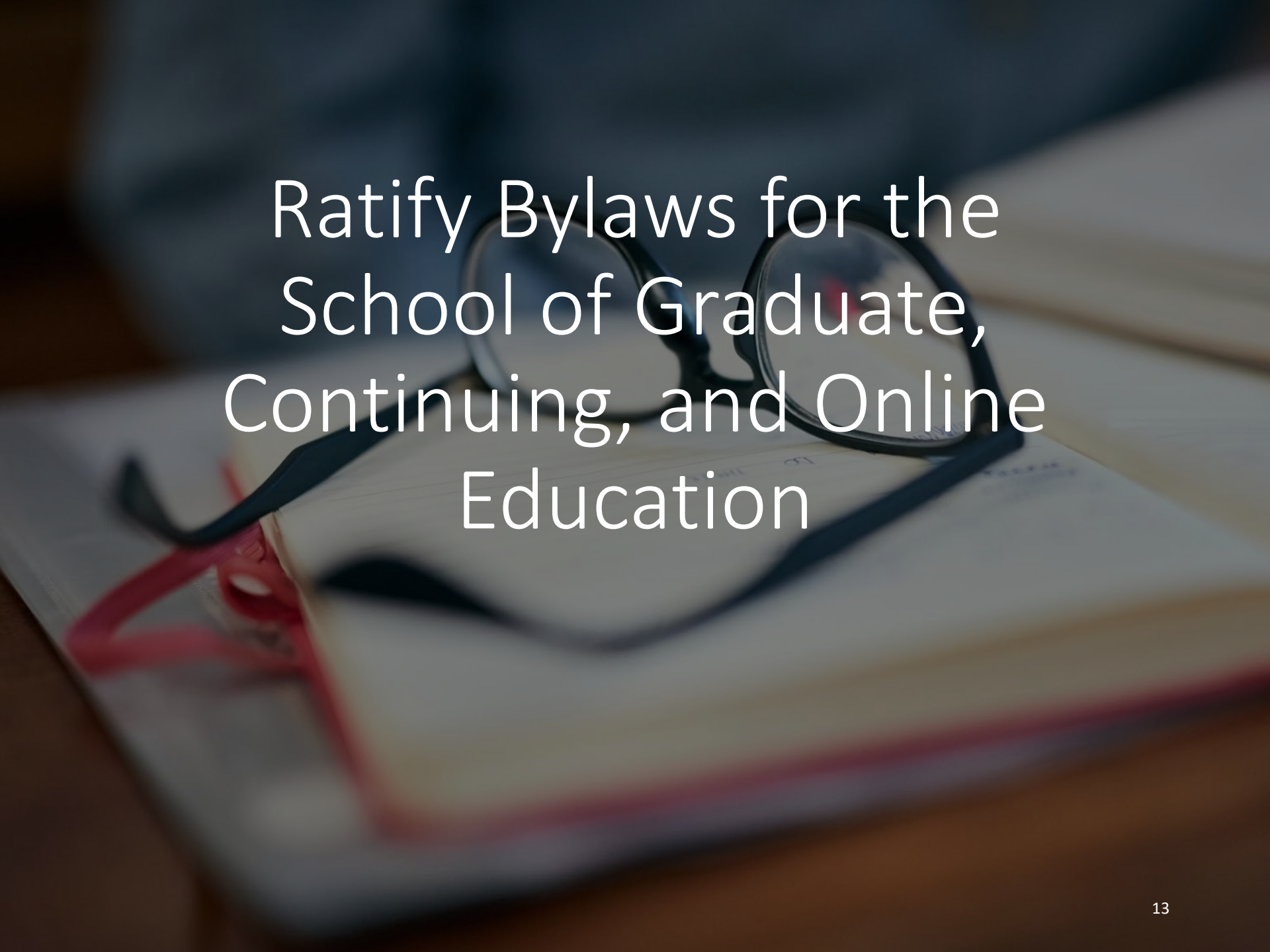
Eric	Birgbauer	CAS	Elected (College FA)	2026	CHAIR
Melissa	Carsten	CBA	Elected (College FA)	2026	
Crystal	Glover	CESHS	Elected (College FA)	2024	
Amanda	Hiner	CAS	Elected (GFA)	2024	
Tracy	Patterson	CVPA	Elected (College FA)	2024	
Adam	Glover	UC	Elected (College FA)	2026	
Diann	Smothers	Library	Elected (College FA)	2024	
Philip	Gibson	CBA	FCUL Chair	2024	Ex Officio
Adam	Glover	CAS	Appointed	2026	FC Chair, Ex Officio

		Library	Elected (College FA)	2028	
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Faculty Exception Request (3 of 3)

Article VII – Section 1 – Paragraph 2

Certain situations, such as a shortage of qualified faculty, may necessitate temporary exceptions to the committee membership requirements stated in Articles VIII and X. Detailed requests for such exceptions, including the duration of the requested exception period, must be submitted in writing to the Rules Committee, who will determine if the requests are appropriate and reasonable. **If approved by the Rules Committee, a request for exception must then be presented to and approved by Faculty Conference prior to taking effect.** In such cases, documentation of approval will be maintained by the Rules Committee, Division of Academic Affairs, and the affected committee. Upon expiration of an exception, membership requirements will immediately revert to the standard requirements of these bylaws.

A pair of black-rimmed glasses is resting on a stack of books. A red bookmark is visible in the bottom left corner. The background is a soft-focus stack of books with a dark blue overlay.

Ratify Bylaws for the School of Graduate, Continuing, and Online Education

Ratify Bylaws for the School of Graduate, Continuing, and Online Education (1 of 9)

Article I	Name: <i>the School of Graduate, Continuing, and Online Education Assembly (“the Assembly”)</i>
Article II	Responsibilities of the Assembly: <i>The Assembly oversees the organization, academic programs, and policies of the School of Graduate, Continuing, and Online Education. It can create committees and its actions are subject to review by the Faculty Conference.</i>

Ratify Bylaws for the School of Graduate, Continuing, and Online Education (2 of 9)

Article III

Membership of the Assembly: *All faculty involved in teaching or leadership within the School are Assembly members; the Assembly determines membership eligibility; the Dean may appoint non-voting associate members.*

Ratify Bylaws for the School of Graduate, Continuing, and Online Education (3 of 9)

Article IV	<p>Officers of the Assembly: <i>Outlines the rules for leadership by defining:</i></p> <ul style="list-style-type: none">• <i>Who can be the Chair (their qualifications and term limits)</i>• <i>How the Chair is elected</i>• <i>What happens if the Chair is absent</i>• <i>How supporting roles like Secretary and Parliamentarian are filled</i>
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Ratify Bylaws for the School of Graduate, Continuing, and Online Education (4 of 9)

Article V	Meetings of the Assembly: <i>Outlines meeting schedules, quorum requirements, agenda creation, and the process for making decisions about curriculum or other assembly business, including a provision for electronic voting.</i>
Article VI	Curriculum Committee: <i>The Curriculum Committee oversees academic matters within the Assembly. It consists of elected faculty, may include a student member, and handles student petitions for exceptions to academic rules.</i>

Ratify Bylaws for the School of Graduate, Continuing, and Online Education (5 of 9)

Article VII	Parliamentary Authority: <i>Robert's Rules of Order shall govern the Assembly and all committees.</i>
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Ratify Bylaws for the School of Graduate, Continuing, and Online Education (6 of 9)

Article VIII	Amendments: <i>These bylaws can be amended at any regular meeting of the Assembly. Such an amendment shall become effective upon ratification by the Rules Committee of the Faculty Conference of Winthrop University. Amendments to Article VI must be approved by the Dean, the Provost/Vice President for Academic Affairs, and the Dean of the Faculty.</i>
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Ratify Bylaws for the School of Graduate, Continuing, and Online Education (7 of 9)

Article IX	RATIFICATION
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Article IX RATIFICATION

Section 1. These bylaws shall be operative beginning August 15, 2024 provided that they are first passed by the School Assembly and ratified by the Faculty Conference of Winthrop University.

Section 2. All programs, policies, and regulations previously operative in the area of responsibility of these bylaws shall be valid and operative until changed.

Ratify Bylaws for the School of Graduate, Continuing, and Online Education (8 of 9)

Full Text of Bylaws

BYLAWS OF THE SCHOOL OF GRADUATE, CONTINUING, and ONLINE EDUCATION ASSEMBLY

(adopted by the School of Graduate, Continuing, and Online Education Assembly, 03-21-2024)

Article I NAME

The name of this organization shall be the School of Graduate, Continuing, and Online Education Assembly (hereinafter "the Assembly").

Article II RESPONSIBILITIES OF THE ASSEMBLY

Section 1. The Assembly shall be responsible for: (1) its own organization and procedure as provided in these bylaws; (2) the academic programs, policies, and regulations of the School of Graduate, Continuing, and Online Education within limitations prescribed by the Faculty Conference of Winthrop University; (3) such additional matters as shall be referred to it by the Faculty Conference of Winthrop University or by the appropriate administrative officers of Winthrop University (The President, Provost/Vice President for Academic Affairs and Dean of the Faculty, and Dean of School of Graduate, Continuing, and Online Education).

Section 2. Standing or select committees may be created and instructed as necessary by the Dean or the Assembly, either of whom may periodically review the committees' decisions. Each standing or select committee created, unless otherwise provided, shall elect its own chair and secretary and shall meet at the call of the chair or one-third of its members. All committee meetings, except those designated by the Assembly as closed, shall be open to all members of the Assembly unless the committee specifically votes to meet in executive session. From time to time the Assembly, in consultation with the Council of Student Leaders, shall determine rules concerning student representation on committees of the Assembly.

Section 3. The Assembly shall be the principal legislative body of the School of Graduate, Continuing, and Online Education (hereinafter "the School") members. The minutes of its meetings shall be filed with the Secretary of the Faculty Conference, and its actions may be reviewed by the Faculty Conference or its subordinate bodies according to procedures and regulations determined by it in

Ratify Bylaws for the School of Graduate, Continuing, and Online Education (9 of 9)

Rules Committee Review

Rules Committee Review of

BYLAWS OF THE SCHOOL OF GRADUATE, CONTINUING, and ONLINE EDUCATION ASSEMBLY

(adopted by the School of Graduate, Continuing, and Online Education Assembly, 03-21-2024)

Original Text	Proposed Change or Comment
<p data-bbox="363 743 426 763">Page 4</p> <ol data-bbox="488 793 938 1268" style="list-style-type: none">1. Voting members will have 7 days to review the curriculum item and supporting documentation.2. During the 7-day period, any Assembly member may post a clarification question. Clarification questions posted to the forum will be answered by a designated person associated with the proposed item.3. After 7 days, the Assembly chair will open a motion to approve. At this time, members may vote freely on the curriculum item.5. Electronic voting options are yes/no/abstention. Members will have 3 days to vote on the motion.6. The Assembly secretary shall announce the results and declare the thread of “motions” closed. The secretary shall compile and maintain the complete thread of the motion.	<p data-bbox="948 743 1537 789"><i>Numbers one through nine (or ten) should be spelled out in formal or non-technical writing.</i></p> <ol data-bbox="1074 818 1549 1292" style="list-style-type: none">1. Voting members will have seven days to review the curriculum item and supporting documentation. COMPLETED2. During the seven-day period, any Assembly member may post a clarification question. Clarification questions posted to the forum will be answered by a designated person associated with the proposed item. COMPLETED3. After seven days, the Assembly chair will open a motion to approve. At this time, members may vote freely on the curriculum item. COMPLETED5. Electronic voting options are yes/no/abstention. Members will have three days to vote on the motion. COMPLETED6. The Assembly secretary shall announce the results and declare the thread of “motions” closed. The secretary shall compile and maintain the complete thread of the motion. COMPLETED

Proposed Changes to Faculty Conference Bylaws

Proposed Changes to Faculty Conference Bylaws (1 of 3)

Article VI - Constituent Assemblies (Section 2)

Section 2 Other Faculty Assemblies. Each member of the Faculty Conference who holds appointment to a major academic division of the University shall be a member of the faculty assembly in that division. Each such faculty assembly shall be responsible for the academic program of its division, within limitations prescribed by the Faculty Conference. Each assembly shall adopt bylaws for its own governance which shall be subordinate to and consistent with these *Bylaws*. The following are recognized as major academic divisions of the University: the College of Arts and Sciences, the College of Business Administration, the Richard W. Riley College of Education, Sport, and Human Sciences, the College of Visual and Performing Arts, the Winthrop University Library, and University College.

the School of Graduate, Continuing, and Online Education



Proposed Changes to Faculty Conference Bylaws (2 of 3)

Article VII – Section 1 – Paragraph 2

Certain situations, such as a shortage of qualified faculty, may necessitate temporary exceptions to the committee membership requirements stated in Articles VIII and X. Detailed requests for such exceptions, including the duration of the requested exception period, must be submitted in writing to the Rules Committee, who will determine if the requests are appropriate and reasonable. **If approved by the Rules Committee, a request for exception must then be presented to and approved by Faculty Conference prior to taking effect.** In such cases, documentation of approval will be maintained by the Rules Committee, Division of Academic Affairs, and the affected committee. Upon expiration of an exception, membership requirements will immediately revert to the standard requirements of these bylaws.

Proposed Changes to Faculty Conference Bylaws (3 of 3)

Article VII – Section 1 – Paragraph 2

Certain situations, such as a shortage of qualified faculty, may necessitate temporary exceptions to the committee membership requirements stated in Articles VIII and X. Detailed requests for such exceptions, including the duration of the requested exception period, must be submitted in writing to the Rules

Committee, who will determine if the requests are appropriate and reasonable. ~~If approved by the Rules Committee, a request for exception must then be presented to and approved by Faculty Conference prior to taking effect.~~

Should the Rules Committee approve an exception request, the committee chair (or a designated Rules committee member) will present their approval decision to the Faculty Conference along with the duration of the requested exception period. This presentation facilitates discussion on the approval decision.

Barring a motion within the Faculty Conference to override the Rules Committee's decision, the approval will take effect subsequent to the

presentation. In such cases, documentation of approval will be maintained by the Rules Committee, Division of Academic Affairs, and the affected committee. Upon expiration of an exception, membership requirements will immediately revert to the standard requirements of these bylaws.

Article XVI – Amendments

These *Bylaws* can be amended at any regular meeting of the Faculty Conference by a two-thirds vote of the members present and voting, provided that the proposed amendment has been placed on the agenda by vote of the Faculty Conference at the previous meeting.

In accordance with the above, we will need a vote to place the proposed amendments on the agenda for the next meeting of the Faculty Conference.

New Rules Committee Chair (2024 – 2025)

Lauren Kohut

*Assistant Professor of
Environmental Studies*

BYLAWS OF THE SCHOOL OF GRADUATE, CONTINUING, and ONLINE EDUCATION ASSEMBLY

(adopted by the School of Graduate, Continuing, and Online Education Assembly, 03-21-2024)

Original Text	Proposed Change or Comment
<p data-bbox="107 527 205 560">Page 4</p> <ol data-bbox="296 597 1010 1356" style="list-style-type: none"><li data-bbox="296 597 1010 711">1. Voting members will have 7 days to review the curriculum item and supporting documentation.<li data-bbox="296 727 1010 930">2. During the 7-day period, any Assembly member may post a clarification question. Clarification questions posted to the forum will be answered by a designated person associated with the proposed item.<li data-bbox="296 946 1010 1060">3. After 7 days, the Assembly chair will open a motion to approve. At this time, members may vote freely on the curriculum item.<li data-bbox="296 1076 1010 1190">5. Electronic voting options are yes/no/abstention. Members will have 3 days to vote on the motion.<li data-bbox="296 1206 1010 1356">6. The Assembly secretary shall announce the results and declare the thread of “motions” closed. The secretary shall compile and maintain the complete thread of the motion.	<p data-bbox="1043 527 1927 592"><i>Numbers one through nine (or ten) should be spelled out in formal or non-technical writing.</i></p> <ol data-bbox="1234 630 1990 1393" style="list-style-type: none"><li data-bbox="1234 630 1990 751">1. Voting members will have seven days to review the curriculum item and supporting documentation. COMPLETED<li data-bbox="1234 768 1990 971">2. During the seven-day period, any Assembly member may post a clarification question. Clarification questions posted to the forum will be answered by a designated person associated with the proposed item. COMPLETED<li data-bbox="1234 987 1990 1101">3. After seven days, the Assembly chair will open a motion to approve. At this time, members may vote freely on the curriculum item. COMPLETED<li data-bbox="1234 1117 1990 1230">5. Electronic voting options are yes/no/abstention. Members will have three days to vote on the motion. COMPLETED<li data-bbox="1234 1247 1990 1393">6. The Assembly secretary shall announce the results and declare the thread of “motions” closed. The secretary shall compile and maintain the complete thread of the motion. COMPLETED

Original Text	Proposed Change or Comment
<p>Page 5</p> <p style="text-align: center;">Article VII PARLIAMENTARY AUTHORITY</p> <p>The rules contained in the most recent edition of <u>Robert's Rules of Order</u> shall govern the Assembly and all committees or other entities created under the authority of these bylaws, in all cases to which they are applicable and in which they are not inconsistent with the relevant bylaws or special rules of order. All continuing special rules of order shall be made available to all members of the Assembly.</p>	<p><i>The space after <u>Order</u> should not be underlined. Change “not inconsistent” to consistent.</i></p> <p style="text-align: center;">Article VII PARLIAMENTARY AUTHORITY</p> <p>The rules contained in the most recent edition of <u>Robert's Rules of Order</u> shall govern the Assembly and all committees or other entities created under the authority of these bylaws, in all cases to which they are applicable and in which they are consistent with the relevant bylaws or special rules of order. All continuing special rules of order shall be made available to all members of the Assembly.</p> <p style="text-align: center;">COMPLETED</p>
<p>Page 3</p> <p>Section 2. At least one meeting of the Assembly shall be held each semester. Special meetings may be called by the Chair of the Assembly; the Dean of the School of Graduate, Continuing, and Online Education; or by ten percent of the members of the Assembly.</p>	<p>Comment</p> <p>To help protect member time and ensure members are not over taxed, we propose limiting the number of meetings per semester. Something like 'At least one meeting but no more than four meetings of the Assembly shall be held each semester' might work well. COMPLETED</p>

Original Text	Proposed Change or Comment
<p data-bbox="107 134 205 167">Page 3</p> <p data-bbox="205 204 1003 407">Section 6. Curriculum action or other items requiring a vote from the Assembly may be placed on an electronic voting forum. This action may be taken only with the approval of the chair of the Assembly and chair of the Curriculum Committee.</p>	<p data-bbox="1041 134 1415 167"><i>Comment (Possible Change)</i></p> <p data-bbox="1041 204 1976 297">To clarify voting procedures, maybe add a statement about the different voting methods available (electronic, in-person, etc.). This would provide more transparency for members.</p> <p data-bbox="1041 334 1717 367"><i>Specific question from which the above was derived.</i></p> <p data-bbox="1041 404 1959 496">Does it need to be stated somewhere how voting is usually conducted? It states that votes maybe electronic but it does not state any other option.</p> <p data-bbox="1041 537 1976 657">Added phrase “in special circumstances” to note that this clause is a special circumstance. No other assembly defines in-person voting.</p>

Original Text	Proposed Change or Comment
<p data-bbox="107 136 205 164">Page 4</p> <p data-bbox="138 204 915 964">Section 2. The Curriculum Committee of the School shall consist of a maximum of five members of the Assembly, not to include adjunct faculty, elected for two-year terms by the full Assembly. The terms of the faculty members shall be staggered. No more than one member of a department may serve as a voting member on the Curriculum Committee in any given year. A voting member may not serve in succession more than two complete consecutive terms. If a member ceases to serve, a successor shall be elected for the unexpired term only. The Curriculum Committee may seek nominations from members of the Assembly for a student member. In these cases, the recommendations will be forwarded to the Dean of the School who will make the formal appointment.</p> <p data-bbox="138 1016 894 1344">The Curriculum Committee shall elect its own chair from among its faculty members. The Dean of the School or a designated representative shall sit as a non-voting member. The faculty member elected by the Assembly to serve on the Committee on University Curriculum shall sit as a non-voting member.</p>	<p data-bbox="1041 136 1486 164">Comment (request for clarification)</p> <p data-bbox="1041 204 1986 297">Could you clarify the selection process for the non-voting faculty member elected by the Assembly? Is this individual chosen from the initial five elected members, or is it a separate election?</p> <p data-bbox="1041 337 1959 415">Added “selected in a separate election” to show that the CUC rep is outside the elected 5 voting members.</p> <p data-bbox="1041 456 1896 621">“The faculty member selected in a separate election by the Assembly to serve on the Committee on University Curriculum shall sit on the School’s Curriculum Committee as a non-voting member.”</p>

Faculty Conference Facilities project update

April 9, 2024

Byrnes

Starting to remove main auditorium scaffolding following ceiling palter repair and painting. Framing under balcony for the new bathrooms and ADA seating. Framing underway for the new elevator. Organ removal starts mid-June. Aiming to be using Byrnes for Convocation August 19 2024

Architectural boxing

Still working Kinard and Bancroft fascia and soffit repair. Johnson column repairs. Kinard front porch new columns should be delivered late May

Withers Substation replacement

At the Chiller Plant preparing to set the new medium voltage switch and complete the associated wiring. The Withers substation is isolated and demolition of the old substation is starting. Aiming to be complete with both phases in July. Project funded by a federal grant and the state

McLaurin flood/hallways – work is complete

McLaurin bathroom – waiting state approval to open the new bathrooms.

Classroom AV refresh

Working the last 6 rooms of phase 1 starting May 1 (Sims 113C, 209; Withers 113, 209, 305; and Dinkins 103)

The first groups of the phase 2 rooms will also start this summer

- Carroll trading room matrix board
- 9 rooms in Thurmond and Carroll (Carroll 200, Thurmond 101, 306, 308, 312, 412, 413, 415 and 408)
- Starting the AV design for McLaurin 349, 359, Rutledge 222, and Johnson 117.

New Classroom furniture

Planning new classroom furniture for new Choral risers & shells, McLaurin 349 & 359, Johnson 103 & 201, Kinard 201, Rutledge 126 & 222, Sims 105, Thurmond 100, West 217 & 219, and Withers 147.

Owens G04 will be renovated to create a virtual reality / augmented reality (VR-AR) lab. Thank you for the ad-hoc faculty groups input in the design of the space. We are aiming for it to be open for August classes (new furniture, technology & AV equipment)

Upcoming projects for this summer:

- Joynes roof replacement and brick repair
- Lee Wicker roof replacement

- Stewart House roof & building envelope renovation
- Bancroft fire alarm replacement
- Kinard replace 1st fl hallway carpet, repaint several classrooms
- Thurmond replace 4th fl hallway carpet and in classroom 405
- Johnson replace dance hall studio flooring
- Conservatory of Music replace recital hall flooring
- West Center renovate classroom/labs 210, 212, 214 and 118 (flooring, AV, & furniture)

Larger renovations

Sims & Dalton renovation we are finalize funding scope of work and asking the state to release the remaining funds (\$9mil), Construction management firm select, we will start design phase later this summer when all the funds are released

New Cafeteria in schematic design

Dacus-Dinkins renovation about to start selection of the architectural firm for the project

Wofford & Richardson demolition/utility rerouting bid opens April 23, hoping construction starts mid-late May. Abatement phase is complete and the elevators are decommissioned.

IT projects

WiFi upgrades

- Byrnes & music
- Dacus
- Jonson
- McLaurin

Summer residence Hall work

- Courtyard phase 1 hvac unit and water heater replacement starts May 6. We will also complete the remaining hallway floor tile replacement. plus repaint hallway accent walls
- Lee Wicker repair/reinsulate hallway heating & cooling piping
- E Thomson renovate 1st fl hallway from main lobby to Thurmond exit
- Margaret Nance replace section of 1st fl carpet and repaint 1st floor hallway
- Replace room furniture in Margaret Nance, 160 beds

Southwest Gateway

The design of new Southwest Gateway to connect Stewart Ave at the railroad into campus beside Johnson Hall is complete. Resolving funding to allow project to be bid.

Winthrop University Intellectual Property Rights Policy

Policy Revision

ALC Approved: April 2, 2024

Senior Leadership Approval Pending

I. Introduction

The fundamental mission of Winthrop University embraces teaching, research, and service, both to enhance and advance knowledge and to serve the public good. To do so, Winthrop University recruits and maintains a diverse faculty of national caliber, and “supports their work as effective teachers, scholars, researchers, practitioners, and creative artists....Moreover, Winthrop ... support[s] high quality instruction and research in every field of study offered by developing and maintaining at an appropriate level its classrooms, studios, and performance spaces, as well as its informational and instructional technology resources.”ⁱ

It is in the interest of all members of the university community to foster the creation of the highest quality intellectual properties that further the academic mission of the University; foster the dissemination of new knowledge and the maintenance of high academic standards to improve the education we provide our students and the service we provide to the citizens of the State of South Carolina; and to provide incentives for university faculty, staff, and students to participate fully in the use and creation of intellectual properties. Strong mutual interests are shared among the university, the faculty, the staff, and the students in the appropriate allocation of the ownership rights associated with such intellectual properties; and the rights that belong to the owners of intellectual properties should be allocated so as to optimally support the mutual interests of the university, faculty, staff, and students.

The stewardship of such intellectual properties is an important responsibility of both those who create these byproducts of human knowledge and the University sponsoring them. Because of the advent of new technologies and the ability to mass-produce them at will, questions about the ownership of intellectual property created by members of the Winthrop community have arisen. This document sets forth Winthrop University’s Intellectual Property Rights Policy concerning the stewardship of these various creations. It will supersede the version ratified by the Board of Trustees in June 2003 and revised in 2017.

II. Definitions

For the purpose of this document, **intellectual property** is defined as any product, new or useful process, or idea resulting from scholarly or creative activity regardless of whether it is eligible for protection under provisions of copyright, patent or trademark law. Examples of intellectual property include (but are not limited to) writings, art works, musical compositions and performances, literary works, architecture, new or improved devices, circuits, chemical compounds, drugs, genetically engineered biological organisms, cell lines, data sets, software, musical processes, or unique and innovative uses of existing inventions. Intellectual property is created when something new and useful has been conceived or developed, or when unusual, unexpected, or non-obvious results, obtained with an existing invention, can be practiced for some useful purpose. Intellectual property can be created by one or more individuals, each of

whom, to be a creator, must have conceived of an essential element or have contributed substantially to its conceptual development.

A blueprint course is designed and developed as a model for subsequent offerings of the same course. All those who teach the course use the blueprint, which makes some areas of the course standard and unchangeable and other areas term-specific or instructor-specific with placeholders for items, such as the syllabus, schedule, announcements, and messages. The blueprint course model provides a common look, feel, and navigation for students and faculty in a given program.

Creators of intellectual property are defined as faculty, staff, or other persons employed by Winthrop University, whether full- or part-time, or serving in an adjunctive capacity. Creators also include visiting faculty and researchers and any other persons, including students, who create or discover intellectual property using University development and resources as outlined below and whose role in its creation has been agreed upon through previously signed statements.

III. Policy

The Winthrop University Intellectual Property Rights Policy applies to all University creators in each constituent academic or administrative unit, both full and part-time, including faculty, staff, and to students of each constituent academic or administrative unit. Except as stated in Categories III.2, 3, and 4 below, intellectual property will be the sole property of the originator (faculty, staff, or student as inventor, author, creator, or designer).

Ownership of and rights to intellectual property invented, authored, or designed by Winthrop creators and subject to protection by patent, copyright, or trademark law shall be categorized as follows:

1. Individual scholarly/aesthetic product,
2. University-assisted product,
3. University-commissioned product (“Work-for-Hire”),
4. Third-party sponsored/contracted product.

1. Individual Scholarly/Aesthetic Products

Intellectual property that is produced outside of the terms of primary employment and not part of a directed assignment at Winthrop and that makes no more than incidental use of Winthrop resources is considered part of the employee’s usual academic environment (such as the usual office, studio, laboratory, computer, and library privileges) shall be owned by the creator who produces the individual product. (The general obligation of faculty to produce scholarly works *does not* constitute such a directed assignment.)

The items most commonly considered as individual scholarly/aesthetic products are those created by faculty members, non-faculty researchers, or students as part of their ongoing intellectual inquiry, creative impulses, and pedagogical activities and are disseminated among the scholarly and creative communities primarily for the advancement of knowledge. Typically these works reflect research and/or creativity that, within the University, are considered as evidence of professional advancement or accomplishment and are submitted in partial fulfillment for the granting of tenure and awarding of promotion. Such works include scholarly publications, journal articles, reports (contracted or otherwise), research bulletins, monographs, books, plays,

choreography, poems, and works of art. In some scholarly disciplines, they may include products such as (but not limited to) software, biological and chemical compounds, data sets, and instructional materials.

Such items are usually protected by copyright rather than patent; copyright protects such products from the moment of their fixation in a tangible medium of expression, that is, instantly and automatically. They may be created spontaneously or take years to develop. If the creation of an individual scholarly/aesthetic project will involve the use of significant institutional resources (as defined in the next section), the creator and the University should agree before the project begins on the use of facilities, allocation of rights to use the work, and the recovery of expenses and/or sharing of benefits from commercialization of the work.

Our faculty enjoy royalties on various creative expressions (whether in print, tangible form, or electronically reproduced). Nothing in this policy should be interpreted to impinge upon or constrict those royalties. One hundred percent of any royalty, sale, or licensing gross income accruing from individual scholarly/aesthetic products shall belong to the creator. If the creator of such individual scholarly/aesthetic products should leave the University, they retain the rights to any such products created at Winthrop unless they have assigned the rights elsewhere. Winthrop will assert no ownership to individual scholarly/aesthetic products created before the creator was employed by or enrolled at Winthrop University.

Faculty will report any new creations (or uses) to their chairs or deans. The disclosure should be less formal than that involved for discoveries, inventions, and patents but should come early in the creation process and will normally be reflected in the faculty member's Annual Report. Only with such disclosure can the University have a good sense of the intellectual property creation and how the administration can fulfill its obligation to support such work.

2. University-Assisted Products

Some intellectual property will be produced outside of the terms of primary employment at Winthrop that will make significant use (other than incidental use as defined above) of university resources not usually assigned to an employee as part of his/her ordinary appointment and that consequently requires specific, case by case permission of one's Dean and/or department head prior to use of those resources. Such products will be deemed university-assisted products. Examples of such products include, but are not limited to, those for which the creator is granted additional research funding or support; those for which time is reassigned from the creator's usual employment responsibilities; or those for which the creator is provided additional equipment, space, supplies, travel, staff, marketing support, use of University owned technologies, or similar resources. Such university assisted-products shall be owned jointly by the faculty, staff, or creator who produced the intellectual property and by the University.

Because new technologies and works created with them (as, for example, distance education or web-based courses, **with the exception of Blueprint courses – see Section 3**) are always in a state of ongoing creation, they commonly involve collaborative ownership and significant use of University resources. For instance, a faculty member may use her or his knowledge and expertise to develop the content of a web-based course in her or his field, then collaborate with other University employees such as programmers, graphic artists, video technicians, marketing

specialists, and financial professionals in order actually to deliver the course. Such creations would be an example of significant use of University resources to create or develop a university-assisted product. In such cases, the parties should execute an agreement regarding the sharing arrangement before starting the project that will result in creation of the intellectual property.

Royalties, sales or license fee gross income from the university-assisted product shall be shared between the employee and Winthrop as agreed at the time written permission for significant use of the Winthrop resources is given. In no case shall the employee's share of the gross income be less than 50 percent. Responsibility to file copyright, patent, or trademark claims shall be negotiated and included in the authorization from one's Dean and/or department head. In the event Winthrop funds the copyright, patent, or trademark application process, Winthrop shall have a paid-up, non-exclusive license to use, without other cost, the work for educational purposes.

When income generated from various discoveries and creations in teaching and research is small (under \$25,000), asserting University ownership will doubtless discourage innovation. Creators, therefore, will retain any generated revenue up to and including \$25,000. Sharing beyond that limit for creations in which University resources are instrumental in the production is set in the table below.

The first \$25,000 income for any individual item of intellectual property shall be paid to the creator in full, after which distribution is as follows:

	\$25,001 – \$50,000	\$50,001 – \$75,000	\$75,001 – \$100,000	\$100,001 – \$125,000	Over \$125,000
Creator	70%	65%	60%	55%	50%
Winthrop	20%	25%	25%	28%	30%
Reinvestment ⁱⁱ	10%	10%	15%	17%	20%

In the case of the death of the creator, any unpaid royalties shall be paid to the creator's estate unless otherwise specified. In all cases of university-assisted products, the University must specify before the task is undertaken for how long and over how many iterations of said creation its ownership exists *before* that creation is forthcoming. Any university-assisted product that the University has expressed no interest in owning *ab initio*, cannot, at a later date, be declared owned by the University. The University's interest should not be asserted when there is noncommercial use of new information technologies by faculty or for the commercial use of such technologies until the revenues generated are substantial.

The University will normally exert copyright and/or ownership for three years on any university-assisted project. At the end of the three years, the University has the right to renew its claim for two more years, provided it pays an appropriate royalty to the creator. The University may continue to renew its claim every two years. If the University does not renew its claim, the creation becomes the full possession (including copyright) of the creator.

Many university-assisted products will fall under the category of patentable, rather than copyrightable, works. Since publication of an idea embodied in a patentable product bars the filing of a patent application in every country in the world except the United States and starts a very specific clock running on the right to file that patent application, it is crucial that the University be aware of the potential development of such products long before they are completed in order to comply with the requirements for applying for patent, trade secret, or other legal protections for the product. Therefore creators of such potentially-patentable products must inform their Deans or department heads in writing before the work to produce such products is undertaken, and comply with all the appropriate policies and responsibilities set out in sections IV and V of this document to protect the rights of both the creator and the University.

More and more, Winthrop creators are working outside the University in consulting capacities. In such settings, they have access to resources they might not otherwise have access to on campus. Nevertheless, when creations (especially those curricular-related ones) are produced that the University has either substantially supported or provided release or reassigned time for and wishes to use in other educational outreaches, the University shares ownership. This should be made clear early on in this process and *before* the creator has signed any consulting agreements.

3. University-Commissioned Products

Intellectual property produced as the primary employment task or as temporarily-reassigned full-time Winthrop activity, when that task or activity explicitly is to produce a specific work subject to protection as intellectual property, shall be owned by Winthrop. In some cases this will be clear from the job description or the contract of employment. One hundred percent of any royalties, sales, or licenses accruing from such commissioned products shall belong to Winthrop. Such directed work assignments must be defined by written contractual agreement before the work is undertaken by the employee.

Distance Education Specific Application – A Blueprint course (e.g., offered within an approved online degree program) shall be initiated and commissioned by the university and created by a faculty member, who shall receive a stipend. The university owns the copyright on the Blueprint course, while the faculty member and the university shall both retain a non-exclusive license to use these materials in educational settings, even if the faculty member leaves the university. A Blueprint course contract must be signed prior to work commencing.

4. Third-Party, Sponsored/Contracted Products

Intellectual property produced as part of a grant or contract for a third party under an agreement with Winthrop and the employee shall adhere to the terms of the specific contract. All such contracts should be developed before the work is undertaken, must contain an intellectual property ownership clause, and must be approved and signed by the employee's dean and/or department head and by the vice president of the employee's area or by the appropriate administrative officer of Winthrop.

IV. Responsibilities

1. Exercising Rights

The University shall not exercise intellectual property rights in any work created or discovered by a creator other than works meeting the definition of university-assisted products, university commissioned products, or third-party contracted products, unless such rights are voluntarily transferred by the creator or secured through licenses set forth in this policy.

Winthrop University shall have the right to determine the disposition of applicable intellectual property which it holds or in which it shares ownership under this policy. That determination shall include the interests of the University, the public, and the creator, including the creator's professional or ethical convictions concerning the use of intellectual property.

Responsibility for disposition of intellectual property resides with the Office of Academic Affairs, subject to policies approved by Faculty Conference and university leadership.

2. Creators' Responsibilities

Creators must promptly disclose to the University (or dean or chair) any applicable jointly-held intellectual property creation as detailed in section III.2 above. Disclosure shall be made on [*Intellectual Property Rights Form*](#). Copies must be sent to the Provost, Department Chairperson and College Dean. The Office of Academic Affairs shall routinely report all disclosures to the President.

Creators may not assign or license rights of intellectual property that are jointly held with the University to third parties without the written consent of the University. All assignments must be in writing and shall conform with the requirements of this Policy. Creators of jointly-held intellectual property shall assist the University to obtain statutory protection for the intellectual property and to perform all obligations to which it may be subject, including executing appropriate assignments and other documents required to set forth effectively the ownership of, and rights to, said intellectual property.

The creator retains responsibility for intellectual stewardship of his or her intellectual property. The creator shall have agreed, or not, to be identified as the creator by the University and by subsequent licensees and assignees, as required by law. Because premature or unauthorized disclosure may defeat legal protection of intellectual property, the University must inform creators of the consequences of premature or unauthorized disclosures. The University and creators must work together to facilitate both scholarly disclosures and the acquisition of appropriate intellectual property protection.

3. University Administration of Intellectual Property

Primary responsibility for identifying, protecting, and managing applicable intellectual property resides with the Office of Academic Affairs. All disclosures shall be submitted to the Office of Academic Affairs, which will determine whether Winthrop University desires to obtain protection for jointly-held intellectual property or otherwise make use of the intellectual property. The Office of Academic Affairs shall notify the creator promptly after it has determined whether it is in the best interest of Winthrop University to seek protection for jointly-held intellectual property. If Winthrop University decides to seek protection for such property, it shall proceed either through its own efforts or those of an appropriate private firm or attorney to obtain

protection and/or manage the intellectual property. In those instances where delay would jeopardize obtaining the appropriate protection for the intellectual property, the creator may request that the Office of Academic Affairs expedite its decision whether or not it shall seek statutory intellectual property protection.

4. Specific Responsibilities

The University acknowledges the importance of transferring intellectual property appropriately, effectively, and frugally. To that end, the University shall establish efficient mechanisms for technology transfer in order to maximize any value of intellectual property to the faculty and the University.

1. The University administration shall:
 - A. Provide oversight of intellectual property and technology transfer according to this policy and any other pertinent University policies;
 - B. Assist Colleges in aiding and abetting effective transfers and College policies and procedures consistent with University policies;
 - C. Provide legal services and cooperate with the Colleges in promoting and licensing intellectual property; and
 - D. Take appropriate actions to protect the University's intellectual property.

2. The Deans of the Colleges shall:
 - A. Promote intellectual property transfers consistent with the College's objectives and academic environment;
 - B. Establish policies and procedures for intellectual property transfers, avoiding conflicts of interests consistent with University policies; and
 - C. Review and approve all agreements that convey or affect the University's rights to intellectual property originating in that College as specified in this policy.

3. Creators of intellectual property shall:
 - A. Disclose to appropriate University or College officials the creation of intellectual property;
 - B. Conduct intellectual property transfer activities consistent with University and College policies and procedures, including those governing conflicts of commitment and conflicts of interest; and,
 - C. Cooperate with the University in defending and prosecuting patents and in legal actions taken in response to copyright infringement.

5. Student Intellectual Property Rights

Students retain their own intellectual property rights unless signed away, and this includes any print or non-print posting of papers (even for use as examples) by current or former students. Written permission of students who are the creators of papers, projects, research, and similar materials used in this way is required. Student engaged in research guided or directed by faculty that will later be used either commercially, or beyond the current semester, are subject to all contractual agreements between the parties.

6. Material Made Available for University Use

In the course of their contractual duties, many faculty, staff, and students create materials that are subject to intellectual property protection, and that are voluntarily made available for the use of the University without expectation of further compensation.ⁱⁱⁱ The University shall retain a non-exclusive, royalty-free license to use such material made available for the use of the University, provided that significant contributions of the creator(s) are acknowledged and there is mutual, *written* consent. Such licenses shall not include the right to exploit the work for profit outside of the University but may include its use in distance education delivery.

7. Licenses for Non-Commercial Research and Teaching

Given preexisting copyright laws, many faculty, staff, and students encounter not only high costs but also considerable inconvenience in obtaining permission to use material that is subject to intellectual property protection for research and teaching. Creators of intellectual property are, therefore, encouraged to seek from publishers and other persons who assign rights to intellectual property a non-exclusive, royalty-free license for their own non-commercial research and teaching and, where possible, for anyone within the University to use that intellectual property for non-commercial research and teaching.^{iv} Appropriate units shall work to assist creators in securing such licenses.

8. Assignment or Licensing of Intellectual Property by the Creator(s)

A. Owners

Winthrop University may, at its discretion, permit the creator(s) to assign or license jointly-held applicable intellectual property. The University may not withhold consent for assignment or licensing unless the University intends to pursue protection for such jointly-held intellectual property. Such assignments or licenses shall be subject to the following provisions, unless *waived in writing* by the University.

- Winthrop University shall retain for itself a royalty-free license to use jointly-held intellectual property for non-commercial research and teaching within the University.
- Winthrop University shall receive a share of all proceeds generated from commercialization of university- assisted products after the creator has recovered documented out-of-pocket costs for obtaining legal protection for the intellectual property. The shares of such proceeds will be governed by the formula in Section III.2 (above).

B. Creators

In the event the creator(s) receives a specific request for assignment or licensing of applicable jointly-held intellectual property, they must promptly provide the University with sufficient information to determine the marketability of the applicable intellectual property. The University shall notify the creator in writing of any objection to the proposed assignment or licensing no later than 45 business days after receiving the creator's request to assign or license and the supporting information.

9. Intellectual Property Transfer/Commercialization Agreements

Winthrop University welcomes agreements with third parties for the development, use, dissemination, and commercialization of intellectual property, consistent with the

University's mission and its policies on intellectual property. Any agreement to license or transfer ownership of Winthrop University's intellectual property by means of sale, assignment, or exchange shall be subject to this Policy and shall include the terms necessary to fulfill the requirements of this Policy. Agreements relating to the development and/or commercialization of intellectual property may provide that the contracting entity bear the costs of obtaining protection for intellectual property. Any intellectual property held by Winthrop may not be transferred without written consent of the University.

V. Procedures

Ownership and gross income rights can be defined by any of the above categories and are dependent on the specific written contractual terms agreed upon by all parties. Each Winthrop employee has the responsibility to protect intellectual property during development. The employee must establish intellectual property rights within 60 days of initiating development work by providing written notice to the Dean or department head of his or her area, who will report it promptly to the Provost. The Provost must then provide within 30 days a written determination of Winthrop's intent to pursue or to relinquish any rights to the subject intellectual property. In the event Winthrop elects to relinquish its intellectual property rights, the rights will be assigned to the creator.

The University has an interest in how its name is used. Faculty creators may not decide whether the University should sponsor a program. Use of the University name for non-sponsored research or creation must be approved in writing by the Office of the President and in advance of use.

VI. Dispute Resolution

The creator of intellectual property may appeal any adverse determination concerning the identification, protection, and/or management of intellectual property to the University Office of Grants and Sponsored Research Development, whose determinations may be appealed to the Provost and Dean of the appropriate college. Further appeals are subject to existing University policy concerning review of administrative decisions.

In the event of a dispute over the judgment that assigns a particular product to one of the four categories of intellectual property as outlined in Section III above, the dispute is to be adjudicated by the Committee on Academic Freedom, Tenure, and Promotion, augmented by additional members:

If the dispute involves a faculty member, the Committee will be augmented by an administrator or professional staff member outside the faculty member's academic department and two additional faculty members, all three agreed upon by the committee chair and the Provost;

If the dispute involves a non-faculty employee, the Committee will be augmented by three professional staff members outside the staff member's administrative division.

The augmented Committee on Academic Freedom, Tenure, and Promotion will make its recommendation to the Provost or, in the case of a dispute involving a non-faculty employee, to the vice president of the employee's area.

ⁱ *A Vision of Distinction, 2002-2003.*

ⁱⁱ “Reinvestment” refers to a research and development fund that will either be created or named. This fund will be for the exclusive use of faculty involved in research.

ⁱⁱⁱ The following are examples of such materials but are not inclusive of all such productions or creations: intellectual property contributions of creators to University committee reports, musical or dramatic performances or productions, and departmental lecture note files.

^{iv} For example, it was determined that the author of a scholarly article did not have the right to repeated use of said article for routine class distribution without written permission from the publisher. Examples of language that may be included in contracts to ensure such rights may be found in the University of Texas “Policy and Guidelines for Management and Marketing of Copyrighted Works,” available at <http://www.utsystem.edu/ogc/intellectualproperty/copymgt.htm>.

Supplementary Resources:

World Intellectual Property Organization (WIPO) – Universities and Intellectual Property
<https://www.wipo.int/universities/en/index.html>

University IP Policy Database
<https://www.wipo.int/technology-transfer/en/database-ip-policies-universities-research-institutions.html>

U.S. Public University IP Policies List (from search)
https://www.wipo.int/technology-transfer/en/database-ip-policies-universities-search.jsp?institution_id=2319&focus_id=&type_id=11&territory_id=179&language_code=EN

Faculty Committee on University Priorities (FCUP)

Report April 19, 2024

Department chair compensation

- Changed in 2022 to faculty salary + stipend of \$13,000 or 1.5 month's pay, whichever is greater. No negotiated base change.
- Provost's proposal (pending budget and approval): faculty salary + stipend of 2 month's pay. Possibility of negotiated base change upon appointment, if appropriate.

Promotion to Senior Instructor

- Winthrop has a position of Senior Instructor. However, the process and criteria for moving an Instructor to the Senior Instructor position has not been established.
- Provost's initial proposal: Instructors may apply for Senior Instructor after 6 years. Submit portfolio for consideration. If successful, \$3000 pay increase for promotion. If unsuccessful, can resubmit after 3 years.
- Issues to be worked out: budget for increased salary upon promotion. Options for non-tenure track Assistant Professor.

Accessibility accommodations

- Concern about excessive accessibility accommodations. Expectation to change academic requirements or teach a course in a different modality for a specific student. Concern of excessive absences being allowed.
- Provost's response: Provost met with Office of Accessibility. Winthrop required to make reasonable accommodations. Office of Accessibility makes recommendations, but if they change the nature of the course, the accommodations can be discussed so that they are reasonable while meeting academic requirements. Chairs and/or Deans can be included in discussions.

Annual Assessment Reports excessive

- Concern about the Annual Assessment Reports being excessive and no additional compensation for coordinators. Issue raised again with Provost van Delden.
- Provost's response: Assessment is critical for SACSCOC. Assessment is part of faculty member's job. Will consider possible ways to reduce workload as long as not jeopardize Winthrop's SACSCOC accreditation. Assessment coordinators could be given reduction in other duties to compensate them (e.g. advising).

Internship agreement with Piedmont Medical Center

- Concern: several programs could benefit from internships with a local hospital. Piedmont Medical Center not available because no legal agreement in place.
- President's response: Note new process for legal agreements to be evaluated by Winthrop's counsel.
With regard to Tenet (who owns Piedmont): there was a legal impasse regarding location of arbitration in the past, but he will seek to see if a reasonable agreement could be put in place, as there have been changes on both sides.

ADA Training timetable not reasonable

- Concern about the timing of the ADA training. “In April faculty are still advising, wrapping up the semester, giving final exams.”
- FCUP referred concern to FCUL, as FCUL has been working with HR on other required trainings.

Summary of FCUP Issues

2023-24

Concerns from 2022-23

1. Campus Communication and Transparency - **closed**
2. Process for Applying for Senior Instructor Status – **in progress**
3. Intellectual Property rights policy – **in progress**
4. Faculty Search procedures and communication - **closed**
5. Compensation Structure for Department Chairs – **in progress**

New concerns raised 2023-24

1. Criteria for granting or not granting sabbaticals – **in progress**
2. Annual Assessment reporting excessive - **closed**
3. Clarification of laptop campus - **closed**
4. Accessibility accommodations and faculty workload and academic requirements - **closed**
5. Department of Music Technology Issues - **closed**
6. slow, reactionary response to course enrollment – **in progress**
7. In-state tuition for Charlotte, NC - **closed**
8. Internships with Piedmont Medical Center – **in progress**

Concerns sent to FCUL (2023-24)

1. Nonfunctional fume hoods in Dalton Hall – safety issue
2. Trash pickup in West Center
3. Timeframe for Required ADA Training

FCUP meetings 2023-24

Date	Day	Time	Meeting type
Aug. 25	Thurs.	11:00 am	FCUP meeting-opening
Sept. 26	Tues.	11:00 am	FCUP committee meeting
Oct. 5	Thurs	11:00 am	Meet with President and Provost
Oct. 31	Tues.	11:00 am	FCUP committee meeting
Nov. 3	Fri.	9:00 am	VP Presentation: James Grigg
Nov. 8	Wed.	11:00 am	Meet with President and Provost
Nov. 28	Tues.	11:00 am	FCUP committee meeting
Dec. 5	Tues.	10:00 am	Meet with President and Provost
Dec. 13	Wed.	2:15 pm	VP Presentation: Joe Miller
Jan. 30	Tues.	11:00 am	FCUP committee meeting
Feb. 6	Tues.	10:00 am	Meet with President and Provost
Feb. 29	Thurs.	11:00 am	FCUP committee meeting
Mar. 4	Mon.	10:00 am	Meet with President and Provost
Mar. 28	Thurs.	11:00 am	FCUP committee meeting
Apr 10	Wed.	10:00 am	Meet with President and Provost
May 1	Wed.	11:00 am	FCUP committee meeting Update from Joe Miller
May 8	Wed.	11:00 am	Meet with President and Provost

Big thank you to 2023-24 FCUP members!

FCUP Membership	
College/Institutional Affiliation	Name
CAS	Eric Birgbauer, Chair
CVPA	Tracy Patterson
CESHS	Crystal Glover
CBA/CBT	Melissa Carsten
UC	Adam Glover
Dacus Library	Diann Smothers
Graduate Faculty Assembly	Amanda Hiner
Chair of Faculty Conference	Adam Glover
Chair of FCUL	Philip Gibson