Administration-Executive Committee Meeting  
Minutes for May 20, 2013

The May 20, 2013 meeting of representatives from the UNK Administration and the UNK Faculty Senate Executive Committee was called to order at 3:02 by Faculty Senate President Kenneth Trantham serving as meeting chair.
Present: Charlie Bicak, Scott Darveau, Barbara Johnson, Douglas Kristensen, Neal Schnoor, Kenya Taylor, Ross Taylor, Kenneth Trantham  
Absent: Kimberly Carlson, Noah Rogoff

1) **Professional Code of Ethics. History? Faculty/Academic version forthcoming?**
**Implementation?**
The Professional Code of Ethics is a university-wide mandate that is to be rolled out during the Fall 2013 semester. There are multiple drivers including Federal, State, System, and North Central Accreditation that are driving the initiative. It is being developed with assistance from Turan Odabasi, UN Associate General Counsel.
Every faculty and staff member on all campuses will be required to sign a Code of Ethics, Administrative personnel are also required to sign the Code of Ethics. The requirement to sign is not unique to UNK. The Board is likely to implement a Code of Ethics by policy.
There is a need for education to take place regarding the Code of Ethics. Chancellor Kristensen suggested that the colleges should strongly consider adding discussion of the Code of Ethics to the agenda for their Faculty Retreats to start the Fall 2013 semester.
The timeline for implementation requires that a near final draft should be completed by August 26, 2013. The final deadline is November 6 but completion before that date is desired. Faculty representatives will be given a chance to review the document and to suggest modifications.

2) **Conflict of Interest. Implementation?**
The Conflict of Interest form is with the committee. The Faculty Senate representative on that committee is Janice Fronczak. Chancellor Kristensen suggested that the colleges should strongly consider having discussion of the Conflict of Interest form placed on the agenda for their Faculty Retreats to start the Fall 2013 semester.

3) **Immigration Advisor / SEVIS position.**
SEVIS position - The search continues to work to fill the position. Two people declined offers in the October/November 2012 time frame. One explicitly stated that insufficient salary was the primary reason for declining the offer. The administration is aware that there is a great need for the position to be filled as soon as possible. Dallas Kenny is authorized to fill the position and the salary has been enhanced.
Immigration Advisor - An external firm is handling faculty visas at this time. That process seems to be working well.

4) **Senate Projects: (Informational update by President Trantham)**
4a) Statement of Shared Governance- reviewed information found to date. Faculty Senate is working on developing a statement.
4b) Rights & Responsibilities of Faculty - reviewed information found to date. Faculty Senate is working on developing a statement.
4c) "Universal" Annual Faculty Evaluation Process.
Faculty Senate is working on developing a standard process. The standardization would be with regards to matters such as timing and format of the reports. Issues such as what constitutes an intellectual contribution are different across disciplines and are not being considered for standardization.
Other Information:
Chancellor Kristensen has added the Executive Committee members to the distribution list for information regarding the search for a new athletic director. This information is provided as a courtesy and does not indicate that Executive Committee members are in anyway on the search committee.

The meeting was adjourned at 4:00.

Submitted:
Ross Taylor