

Professional Concerns Committee

Minutes for September 4, 2025

Hybrid Meeting (SU 109 and Zoom Conferencing Software), 3:15 pm

Members in Attendance: Deborah Amend, Ali Balapour, Eric Barker, Ada Cenkci, Whittney Darnell, Jaesook Gilbert, Allyson Graf, Rachelle Janning, Erin Kelley, Jang-Chul Kim, Julie Mader-Meersman, Jered Moses, Makoto Nakamura, Joe Nolan, Tamara O'Callaghan, Michael Providenti, Kathleen Quinn, Holly Riffe (Chair), David Tataw, Jessica Taylor, Maggie Whitson, Matt Zacate

Guests in Attendance: Provost Diana McGill, Janel Bloch, Faculty Senate President Jacqueline Emerine, Grace Hiles, Alar Lipping, Danielle McDonald, Steve Slone

Members Not in Attendance: Gina Fieler, Dee Mornah, Philip Resnick, Kurt Sander, Catie Shelton

1. Call to Order, Adoption of the Agenda
 - The meeting was called to order at 3:15pm.
 - The agenda was adopted as distributed.
2. Adoption of the minutes from the May 1 meeting.
 - The minutes for the 5/1 meeting were adopted.
3. Chair's Report and Announcements
 - Welcome to PCC members.
 - The scope of PCC is very broad. It includes policies that will go into the Faculty Handbook and just about anything else that affects faculty at NKU. Please refer to the PCC Bylaws for more information
 - Presentation: "Collegial Governance: Points of Convergence in Policy Making." (Uploaded and shared on Canvas).
 - Policy approvals chart. Approval process for any policy. Items approved by PCC then go to Faculty Senate and then on to the Board.
 - Admissions and Academic Policy Committee. This committee reviews, revises, develops, and recommends academic policies for undergraduate students.
 - Graduate and General University policy: "The Policy on Policies." Faculty Senate's role is affirmed in the Policy on Policies. The email notifications to faculty and comment periods are important for policies in this process. The comments are anonymous. Your perspective is important.
 - A list of 10 policies currently in process included Tuition Waiver, Undergraduate Admissions, Housing Residency, ADA Accommodation and Nondiscrimination, Nondiscrimination (general), Security Cameras,

Contact Signature Authority, Emergency Closing, Dress Code, and Flexible Work Arrangements.

- Grant Garber (Legal) will attend the next meeting.
- DISCUSSION:
 - The tuition waiver policy regards out-of-state tuition for the Law school.
 - Housing Residence would require on-campus residency for two years unless you reside within a certain radius and there are exceptions including affordability issues. UofL, Western, Eastern, Xavier, Miami, Murray, and Morehead all require two years. UK and UC are exceptions.
 - Security Cameras. Under state law, the cameras cannot record sound.
 - Dress Code. This has been in place for a long time. The new policy relaxes the requirements from business to business casual. There will be yes/no pictures. This will demonstrate what apparel is suitable for work.
 - Flexible Work Arrangements. Practices were developed during COVID. This policy is for staff only. There will still be some remote positions and there can be exceptions. The policy states that faculty are “encouraged” to be on campus.
 - Could email signatures indicate when people are typically on campus? There could be training, or just instructions, about how to access our on-campus phones from off campus.
 - Concerning the Undergraduate Admissions policy, AAPC is not primarily faculty and in the past, this did not go through the collegial governance process outlined in the Handbook – Faculty Senate may not have been involved in the 2019 version. Admissions requirements are considered academic matters and the faculty should have primacy. The version mentioned in today’s presentation was drafted last summer to align with KRS standards.
 - What should be in the Faculty Handbook versus what should be on the policy page? There is a Senate committee that will be looking at this this semester.
 - The Freedom of Expression policy is a requirement from the state.
 - Please send needed Handbook updates/corrections to the Chair and/or Faculty Senate President.
 - Has there been conversation about adopting AI assistants in meetings? Use AI to look at discrepancies between policies using AI orchestration? There could be an AI assistant for PCC, another for Senate, another to supervise them. The AI could be an internal GPT.
 - We don’t have clear ethics on AI use.
 - Feeling that we should not use AI to come up with what the faculty should be discussing and creating. Using AI to find conflicts between policies or documents could be useful.
 - Exploring this could be a publishable project.

- OpenAI and Canvas now have a partnership. There is concern that material posted on Canvas could become part of the training data. There are concerns about student privacy.
- Chrome now has a “Homework help” add-on. It allows you to highlight content and produces an AI pop-up. If faculty are in a Canvas gradebook, this could lead to potential FERPA violations. It just pops up and we need to figure out how to disable it.
- There is a short AI course in 3-parts (ethics, writing, and studying) that an instructor can place into a Canvas course for students. It is in the Commons.
- Question about moving toward 15-week semesters. Many universities already are on 15-week semesters (WKU, ECU, UC). TEEC has looked at this.
 - There is concern that the last time this discussion happened the faculty was 50/50 and it might not move forward. Issues included lab space, recitals, performances but these issues can be addressed.
 - The reason there was pushback against 15-week semesters was because it was linked to AP. Without the connection to AP, faculty may be more interested in this discussion.
- 4. Old Business
 - None.
- 5. New Business
 - Discuss potential agenda/needs for AY
 - Grant Garber updates September 18
- 6. Adjournment (4:39pm)

Submitted,
M. Providenti, Secretary

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Collegial Governance

Points of convergence in policy making

Policy Approvals Chart

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NKU Policies – Process Summary

| | Board Approval | Faculty Senate | | Staff Congress | | SGA | | AAPC ¹ | Campus Comment |
|--|----------------|----------------|--------|----------------|--------|----------|--------|-------------------|----------------|
| | | Approval | Review | Approval | Review | Approval | Review | | |
| Board Bylaws ² | ☒ | | | | | | | | |
| Board Policies ² | ☒ | | ☒ | | ☒ | | ☒ | | |
| Administrative Policies: “Board-approved” ³ | ☒ | | ☒ | | ☒ | | ☒ | ☒ | ☒ |
| Administrative Policies: All other categories ³ | | | ☒ | | ☒ | | ☒ | ☒ | ☒ |
| Faculty Handbook All contents, including policies ⁴ | ☒ | ☒ | | | | | | ☒ | |
| Faculty Senate Constitution | ☒ | ☒ | | | | | | | |
| Staff Congress Constitution | ☒ | | | ☒ | | | | | |
| SGA Constitution | ☒ | | | | | ☒ | | | |

¹ Per its website, AAPC’s policy jurisdiction includes “academic policies for undergraduate students, including policies relating to university-wide admission standards, academic standing (warning, probation, suspension), academic renewal, transfer of credit, non-traditional credit, course repeats and withdrawals, graduation requirements, etc.” To the extent a policy proposal addresses any of those issues, that proposal should begin in AAPC.

² <https://inside.nku.edu/president/regents.html>. There is currently only one Board policy, which describes the finance and transactional items that require Board approval (eg. certain significant contracts, real property transactions, etc.).

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ADMISSIONS AND ACADEMIC POLICY COMMITTEE (AAPC)

- Purpose:
- Reviews, revises, develops, and recommends academic policies for **undergraduate students**.
- Charge:
- Review, revise, develop and recommend academic policies for undergraduate students, including policies relating to university-wide admission standards, academic standing (warning, probation, and suspension), academic renewal, transfer of credit, non-traditional credit, course repeats and withdrawals, graduation requirements, etc.

Graduate and General University policy

- The “[Policy on Policies](#)” document provides guidance on how to move a policy through the NKU system.
- Policies that impact Graduate Education move through this process
- It seems to me that all policies that impact staff move through this system
- Within that policy, the role of faculty senate is affirmed. “This Policy on Policies does not supersede requirements established in the Faculty Handbook and the Faculty Senate Constitution.”

POP Process

- Step 1: Policy proposal is initiated by submitting a Policy Request Form and draft policy or revision.
- Step 2: The Committee reviews the proposal and ensures appropriate communication with relevant stakeholders.
- Step 3: The Committee distributes the policy proposal for comment and incorporates feedback.
- Step 4: The President and the Board of Regents (when required) review and consider the proposed policy for final approval.
- Step 5: The Policy Coordinator communicates the policy to campus.

Policies to be distributed this week:

- Tuition Waiver (currently interim; proposed as final)
- Undergraduate Admissions (currently interim; proposed as final)
- Housing Residency
- ADA Accommodation and Nondiscrimination
- Nondiscrimination (general)
- Security Cameras
- Contract Signature Authority
- Emergency Closing
- Dress Code
- Flexible Work Arrangements

