

Minutes — Standard Operating Procedures Initial Meeting

4/23/2026 2:00 PM

Present

- Darrel Malamisura
- Kristin Hicks
- Adrian Ayersman
- Jack Sheffler
- Bonnie Reese

Meeting purpose

The group met to begin identifying areas where the institution needs clearer standard operating procedures and to discuss how to gather information from departments before drafting and routing procedures for review.

Summary of discussion

The conversation focused on the recurring confusion faculty face when trying to determine how to handle common academic and administrative situations. Darrel shared examples where decisions were made without written procedures, leading to inconsistency, delay, and faculty frustration. The group agreed that the goal should be to document current practices, consolidate them into a shared SOP structure, and route them through the appropriate review process.

There was broad agreement that many of the issues are not just local department practices, but cross-department or institutional issues that should be standardized. The committee discussed distinguishing between **policy** items that should go through Senate or higher administration and **procedure** items that can be documented more directly.

Key topics discussed

- Lack of written procedures across departments
- Need to consult departments that currently handle each process
- Difference between policy items and procedure items
- Pushback likely from administration and some departments
- Need for a shared, organized repository for procedures

- Faculty frustration with inconsistent answers and unclear authority
- Timeline expectations: start with a few procedures, then continue over summer and into fall

Procedures to be created

The following procedures were identified:

- **Hiring procedure**
 - Especially whether travel is covered and under what conditions
- **Attendance verification**
 - How attendance verification is currently done between faculty and students
- **Student add/drop procedure** — *Assigned to Jack*
 - Dropping a course
 - Adding over credit hour limit
 - Clarify who completes forms and who signs them
- **Electing department chairs** — *Assigned to Bonnie*
 - Whether departments vote
 - How chairs are selected
 - Whether deans have final approval
- **Process for selecting dean**
- **Class assignment procedure**
 - Whether chairs assign classes
 - Whether deans can override chair assignments
 - Who faculty go to for changes/concerns
- **Independent study procedure / possible policy**
 - When students can be granted independent study
 - Whether this should be a formal policy rather than just a procedure
- **Faculty overload procedure**

- Whether there are caps
- What the limits are for overloads
- **Classroom seat cap procedure / possible policy**
 - When and how seat caps may be changed
 - Whether caps can differ for online/in-seat or combined sections
- **Communication with principals and parents for high school students**
 - FERPA-related communication expectations
 - Whether this should be a policy or procedure
- **Removing students for non-payment**
 - What happens when students are removed from Moodle or class lists
 - How re-entry affects grades and course content
- **How to set up a gradebook**
- **How to submit attendance verification**
- **Orientation handout / student tech checklist**
 - Moodle access
 - Email setup
 - Basic student technology guidance

Decisions / direction agreed on

- The committee will **start by gathering information from departments** before drafting procedures.
- The group will focus first on **procedures**, while flagging items that may need to become **policy**.
- The draft process should be:
 1. Visit or contact the relevant department
 2. Gather current practice/information
 3. Draft the procedure
 4. Share it with the department for review

5. Send it to administration/provost-level review as needed
- The committee agreed that a shared document or drive would be a good way to organize the procedures.

Next steps

- **Kristin** will bring up the committee's approach at the upcoming Assembly meeting and ask faculty send procedure ideas.
- **Bonnie** will work on the **electing department chairs** procedure.
- **Jack** will work on the **student add/drop** procedure.
- The committee will begin with a couple of easier items to show process.
- Members will contact their departments and gather examples of practices that should be written down.
- The committee aims to complete a few procedures by the end of the semester and continue drafting over the summer.

Notes

- There was concern that some items may require Senate action or higher-level policy approval rather than local procedure writing.
- The committee emphasized that procedures should reflect actual practice and reduce the number of faculty questions and inconsistent answers.

Next Meeting

Thursday May 7, 2026 · 2pm – 3pm (Eastern Time - New York)

Meeting link

meet.google.com/wjh-hgtk-yte

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