

Faculty Senate Routing Form
(action/proposal attached)

I. Item Title: Virtual Meeting & Electronic Document Guidelines 2021-2022

a) Brief Description: Virtual Meeting & Electronic Document Guidelines 2021-2022
b) Initiated by: Carrie Rogers

II. Faculty Senate Action: approved not approved other date: 02/24/2021

Comments: _____

Vote: Voice Vote, Unanimous Voice Vote, Majority In Favor
 Electronic Vote: 28 Ayes 0 Nays 0 Abstentions

FS Secretary signature: Jessica J. [Signature] date: 02/25/2021

III. Provost: for information Recognition of Receipt
 for action..... approved not approved

Comments: _____

Person responsible for Implementation: Brenton Schwab

Provost signature: [Signature] date 1 Mar 21

IV. Chancellor: for information Recognition of Receipt
 for action..... approved not approved

Comments: _____

Chancellor signature Kelli R. Brangman date 3/1/21

Once finalized copies will be returned to the Provost Office's representative who will scan and distribute electronically to:

- Chancellor
- Provost
- Chair of Faculty Senate
- Secretary of the Faculty Senate
- Associate Vice Chancellor for Academic Affairs (for catalog and handbook)
- Associate Dean of Graduate School (for catalog)
- Others (i.e. person responsible for implementation)

Virtual Meeting & Electronic Document Guidelines 2021-2022

WHEREAS the COVID-19 pandemic has required additional flexibility to accommodate employees performing the business of the university remotely; and

WHEREAS the WCU 2020 Plan urges the review of business processes and “the transition to digital alternatives where possible”; and

WHEREAS the Provost’s office, in consultation with Faculty Senate (FS) Collegial Review Council (CRC), presented and employed the Virtual Meeting & Electronic Document Guidelines to manage the 2021-2022 collegial review process; and

WHEREAS the FS CRC must seek feedback from faculty, staff, and administrators as to their experience with as well as the strengths/weaknesses of the 2020-2021 collegial review processes; and

WHEREAS the FS CRC shall undertake a thorough review of available electronic workflow solutions available from commercial and home-grown sources; and

BE IT RESOLVED, the FS CRC recommends the 2020-2021 guidelines for the collegial review process be extended to the 2021-2022 review year **and** until such time as a sustainable long-term electronic TPR process can be established.