

Faculty Advisory Committee Meeting
February 11, 2016
11:00 a.m.
103 NBC

Minutes

Members Present: Janet Haley, Seyed Mehdian, Kathleen Levinstein, Lisa Lapeyrouse, Nubwa Gadzama and Annette Patterson.

Introductions: The committee introduced themselves to the student representative Nubwa Gadzama.

CE Implementation Grant Program Update: Annette Patterson updated the group regarding the proposed changes to the CE Implementation Grant Program. The forms have been updated to include: changes to signature area for department head, elimination of IAP2 Spectrum of Participation question and statement regarding required chart field information. The department has also included a statement on the website regarding the deadline for applying for funds.

Tenure and Promotion Updates: Discussion ensued regarding the best way to request T & P Information from the departments on campus. It was recommended to include the information being requested from departments which will be necessary for applying for the Carnegie Reclassification. Janet Haley and Lisa Lapeyrouse suggested requesting support from the Provost Office by having him sign the letter that will be sent to departments. This may assist in obtaining the T & P information. The letter should also include deadline for submission-two weeks was the suggested time frame. Janet Haley indicated she would get the information on the Carnegie Classification to include within the request letter. She also stated she would contact Sue in the Provost office regarding the Provost's willingness to support the process. It was recommended having the letter done prior to spring break. The deadline for submitting the T & P information could be March 11th. A reminder can be sent to departments a week prior to the deadline as a reminder to those who have not submitted their T & P information.

Janet Haley questioned whether the scholarship information has been sent for review. Annette Patterson indicated she would look into the process.

The next meeting is scheduled for Thursday, March 10, 2016 at 11:30 a.m. in 103 NBC.