**Committee on Faculty Affairs Minutes**

**September 11, 2013**

Present: C. Alves, R. Morin, V. Tucci, B. Keep, L. Borland, D. Shaw, R. McMahan

Excused: J. Stauff, S. Carroll, J. Row, S. Schreiner, G. Pogue

Absent: A. Brown

1. Preliminaries: Introduction of new members who were present, D. Shaw and L. Borland. Selection of CFA Vice Chair for AY 2013-2014, V. Tucci.

2. Approval of minutes from 4-24-13 as amended. Under point 4 “Tenure Delay Policy” was changed to “Delayed Tenure Review Policy”.

3. Ongoing Business. Tenure and Promotion Document. The subcommittee now consists of R. Morin, V. Tucci, B. Keep, J. Stauff. L. Borland, and D. Shaw.

Regina met with IT on September 5, 2013 to discuss continuing efforts to move to an electronic tenure and promotion process. Implementation will take longer than had been thought. Options being discussed include using a customized Digital Measures, using the R drive, and developing something in house. A meeting is planned with a representative of Digital Measures on Thursday, Sept. 10. The contract for Digital Measures has been renewed for another three years. Ease of use, ownership of materials uploaded, and who has access to uploaded materials, for how long, and for what purpose continue to be the three biggest issues from a faculty perspective.

The Executive Summary of the pilot program for electronic student feedback forms was also discussed. We will invite Frank Cooper to speak with CFA at the next meeting.

The subcommittee has tentatively agreed to meet on Sept. 18. Questions that need to be addressed, in addition to electronic submission, include peer review of teaching, electronic student feedback forms, service, the role of the CPC, the composition of the DPC in small departments, among others.

4. Ongoing Business. The modified duties policy is now posted online on the policy website. Steve will attempt to track down the delayed tenure review policy, which we believe to be with General Counsel, to see where it currently stands.

5. Ongoing business. Recording of Lectures. Bob reported that we are ready for an Open Forum, which we will try to schedule with the Faculty Senate for their second meeting of the Fall semester.

6. Ongoing business. Faculty Reassigned Time. CFA will begin to work on this charge now that we have dispatched some of our other charges. The subcommittee now consists of C. Alves, S. Carroll, B. Keep, L. Borland, and D. Shaw. Carlos will convene the first meeting of the subcommittee.

7. Ongoing business. Faculty Behavior/Appeals/Student Complaints. There is nothing new to report. Stuart will try to have an update for us at the next CFA meeting.

8. Ongoing business. Student Feedback Forms in small classes. Regina will contact Steering regarding the question of what the “issues” were that prompted the charge.

9. Bob asked about the disciplinary standards for his department. It was not necessary for them to come back to CFA, but a few sets of standards, including Communication Studies, need to be reviewed again by CFA.

Respectfully submitted,

Regina Morin