**Committee on Faculty Affairs**

**September 28, 2011**

**Meeting Minutes**

Present: M. Bender, R. Veenstra, C. Alves, M. Benoit, D. Hunt, M. Gorman, S. Schreiner, J. Kang, B. McMahan

Absent: B. Rifkin (excused), B. Strassman (excused), R. Morin (excused)

Minutes for September 14, 2011 were approved

Old Business

1. Disciplinary Standards Schedule.
	1. The deadlines for review of disciplinary standards have been changed respectively in regards to departmental review, dean review, the council of deans’ review, and CFA review. According to the new schedule CFA will begin reviewing disciplinary standards at the beginning of the Spring 2012 semester.
2. Preliminary Recommendation for the Recording of Lectures
	1. There has still been no response from General Counsel Tom Mahoney and the committee is waiting for that response to prompt future action.
3. Teacher-Scholar Preliminary Recommendation
	1. Report on the open forum
		1. The Open forum included significant discussion on the definition of “engagement” and ideas regarding “guiding principles.” There were concerns that “engagement” obliges faculty to have student inclusion when facilitating research. It was decided that the document is not in need of complete revision, but instead revision of specific terms and ideas. In particular, defining “teacher-scholar” is necessary.
	2. J. Kang and M. Gorman will comprise subcommittee.
		1. Subcommittee charged with revising the document by the next meeting, October 12.
4. SOSA Recommendation
	1. It was decided that the subcommittee should follow the same lead as the Teacher-Scholar survey and administer a Qualtrics survey and forum.
	2. J. Kang is in charge of setting up the survey and sending it out.
5. Charge on the Modification of Duties
	1. The necessity of the policy was determined and certain ideas were asserted that the policy should contain. It was decided that the draft should include language detailing why the policy is necessary, while the policy itself should better define the connection between the policy and contract. It was asserted that the subcommittee should have an HR representative present at all stages of the process.
	2. The subcommittee includes B. Rifkin, B. Strassman, S. Schreiner, and M. Benoit.
		1. List of tasks for subcommittee:
			1. Articulate need of policy
			2. Reach out to HR and AFT: request HR participation in the form of a committee member
			3. Retain information on similar practices at comparable institutions
		2. The subcommittee is to report on progress in two meetings time, October 26th.
6. Charge on Faculty Conduct
	1. Within the subcommittee there should be an effort to understand the two parts of faculty conduct, personal conduct versus academic conduct. The subcommittee should begin research by looking at other institutions’ policies.
	2. Subcommittee is comprised of M. Bender, B. McMahan, R. Veenstra, and M. Benoit.
		1. Committee should plan to present in two meetings, October 26th.