**DRAFT Committee on Faculty Affairs Minutes
February 10, 2016**

**Present:** E. Borland, J. Eberly, E. Friedman, O. Hernandez, W. Keep, J. Neves (vice chair), G. Pogue, D. Shaw, V. Tucci, T. Youngblood

**Excused:** P. Wiita (chair), I. Zake

1. **Minutes:** The minutes of the Jan. 27, 2016, meeting were approved.
2. **Discussion of disciplinary standards:** Joao noted that each set of disciplinary standards should have clear criteria for tenure and promotion but said he thought that some fell short when addressing what candidates needed for their third year. He suggested that, when CFA next examines these documents, the committee address this issue. Bill said the standards should be reviewed every 10 years, with some interim examination. Joao agreed and said that CFA should be on record as supporting such updates on a regular basis, every 5-10 years. There also was some discussion of the Biology standards, approved by Jeff Osborn, that were recently forwarded to the committee, in preparation for a vote.
3. **Discussion and tentative approval of the revised PRD:** Joao described his revisions, in particular the ways in which he removed repetitious material. The committee unanimously endorsed the changes.
4. **Discussion of proposed changes to the service section:** This discussion was postponed.
5. **Discussion of proposed changes to the teaching section:** This discussion was postponed.
6. **Planning for an open forum to discuss the PRD revision:** It was agreed that we should schedule two fora. Committee members suggested that one forum could deal with overall structure and service, while the other could concentrate on teaching and scholarship. March 23 was recommended for the forum on structure and service, with a possible backup date of April 6. April 20, just before the Faculty Senate meeting, was tentatively chosen for the second forum. Amanda Norvell, president of the Faculty Senate, will be consulted on these plans.

Respectfully submitted,

Donna Shaw