**DRAFT Committee on Faculty Affairs Minutes
March 9, 2016**

**Present:** M. Cathell, J. Eberly, O. Hernandez, D. Hirsh, J. Neves (chair), D. Shaw, V. Tucci, T. Youngblood, I. Zake

**Absent:** E. Borland (vice chair)

**Excused:** E. Friedman, W. Keep, G. Pogue

1. Minutes: The minutes of the Feb. 24, 2016, meeting were approved
2. Review of Sabbatical RFP: Tamra Bireta and Michael Ochs of the Sabbaticals Committee were in attendance to discuss the proposed evaluation rubric for applications. There were a number of questions about the rubric, some of them minor suggestions for wording, but others more substantial. Tamra, for example, said her committee had not been able to agree on how much weight to give service and research, even though this category is worth 30 percent of an applicant’s total score. Her opinion was that an applicant’s record of research was more important, because it indicated whether a candidate would be successful in a new project. She and Michael thought service was much less important, but said their committee was evenly split on this issue. Joao said he thought the weights assigned to these categories were unbalanced. Michael said they could consider giving the same weight to each of the rubric’s three categories. Tamra agreed that her committee needed to discuss the matter further, and then return to CFA on April 13 if possible.
3. Status of governance issues: Joao reported that he was working to get updated information on the website concerning SOSA and MUSE, to reflect that CFA had dealt with those matters. Val said she would review old CFA minutes to determine the status of a third issue, regarding faculty civility guidelines, but believed that CFA had been released from this responsibility.
4. Review of the PRD: The committee discussed our two different drafts, from Bill and Paul, and suggested some editing changes. The service subcommittee is debating the usefulness of charts but has not yet made a decision. Joao noted that the teaching section does use a chart and said we should be consistent. He suggested that we present both versions at the upcoming open house. The committee also discussed the fact that switching to online student evaluations has resulted in a lower rate of response, which is a growing concern. It could mean that a small number of students will have a disproportionate impact. Don suggested that the CPC get involved in this issue.
5. Planning for the March 23 open forum: Plans were finalized for the open house. Joao also asked Jody, Bill and Orlando to give him lists of major changes they would suggest for their respective sections of the PRD.

Respectfully submitted,

Donna Shaw