**DRAFT Committee on Faculty Affairs Minutes
April 13, 2016**

**Present:** E. Borland (vice chair), M. Cathell, J. Eberly, E. Friedman, D. Hirsh, J. Neves (chair), D. Shaw, T. Youngblood, I. Zake

**Excused:** O. Hernandez, W. Keep, G. Pogue, V. Tucci

1. Minutes: The minutes of the March 9, 2016, meeting were approved.
2. Review of the revised Sabbatical RFP: The committee discussed the revised rubric and its 1-10 scoring scale. Some suggested that 10, not one, be the top score; others thought the scores should be simplified in a 1-4 scale. It was decided that CFA would write to the Sabbaticals Committee and request a few additional changes. One, both descriptors for categories 1 and 2 were “Project Description,” an apparent typo, and should be corrected. Two, CFA will suggest that 10 be the highest score on the 1-10 scale. Three, although CFA expressed some doubts about the usefulness of the four descriptors atop the scale, it was decided to defer to the Sabbaticals Committee on whether these should be retained.
3. Issues regarding revision of Disciplinary Standards: Joao said as many as 16 departments were not included in the DS review process last year, and one other department was asked to revise its DS but has yet to submit a new version. Ieva will follow up on this issue. Joao also suggested that earlier DS versions be maintained on the Academic Affairs website for as long as they are relevant. Tiffany recommended an archive page, arranged by year.
4. Review of the PRD: CFA reviewed the feedback from the April 23 open forum, and the rewritten document. Among the recommendations: Changing the name from PRD to RPD; revising the statement about the relative importance of teaching, scholarship and service; and giving candidates and deans a longer time to respond, especially if reviews are negative. CFA also discussed the rubric to evaluate quality of teaching, and the advisability of including grade distributions.

Respectfully submitted,

Donna Shaw