**Committee on Faculty Affairs Minutes  
Oct. 28, 2015**

**Present:** E. Borland, J. Eberly, E. Friedman, O. Hernandez, W. Keep, J. Neves (vice chair), A. O’Connor, D. Shaw, V. Tucci, P. Wiita (chair), T. Youngblood, I. Zake, C. Grundling

**Absent**: G. Pogue

1. **Minutes:** The minutes of the Oct. 14, 2015, meeting were approved.
2. **Discussion and approval of SOSA supplemental information:** Ieva explained that the wording of the SOSA RFP had not changed at all except that it was split into main and supplemental documents. Liz moved and Bill seconded a motion to approve the supplemental document for posting.
3. **Finalization of SOSA change questionnaire:** The committee reviewed the draft prepared by Liz and Joao. It was agreed that the introduction to the questionnaire should state that SOSA funds cannot be used for salary at any time. In addition, question No. 3 will end after “monetary grant.” A sentence will be added to the end of the questionnaire, inviting faculty to an open forum on Nov. 18 at 11 a.m., to discuss the proposed changes.
4. **Formation of subcommittees to improve/simplify the Promotions and Reappointment Document:** It was suggested that we form four subcommittees to work on the PRD: service, teaching, overall structure, and roles and procedures. Subcommittee volunteers so far are Liz, Val and Jody, service; Joao and Abby, structure; and Paul, Orlando and Catherine, teaching. Bill noted that we have a subscription to the Educational Advisory Board, a Washington-based consultancy for higher education, and said it might provide material we can use for this task. There will be further discussion at our next meeting regarding additional volunteers for the subcommittees.
5. **Consideration of disciplinary standards:** The committee approved the revised standards for Management but agreed that the Accounting and Information Systems standards still need minor revisions. The Civil Engineering document also requires minor changes to respond to edits from the DS subcommittee. The standards for EECE will be reviewed at our next meeting, as Jody said there may be another minor revision before then. Still under review are the standards from Music. Those for IMM have been approved.

Respectfully submitted,

Donna Shaw