Department Meeting

Noon-1:15 • LA 144

February 20, 2012

**Faculty present:** Aasand (presiding), Amidon, Anders, Bassett, Bischoff, Cain, Crismore, Crisler, Dehr Fleming, Hile, Huffman, Hume, Kalamaras, Kaufmann, Lin, Roberts, Rumsey, Sun, Thompson, Webb-Sunderhaus, White

**Initial Business:**

Meeting called to order at 12:00. The minutes from the January meeting were approved. Lidan asked to add an item-- procedures for making changes to the *Enchiridion--* Hardin stated that additional items could be added to “items from the floor.” The agenda for the current meeting was approved.

**Information items:**

* Congratulations to faculty for their recent accomplishments. Congratulations:
	+ Troy for a book chapter and Beth for her latest book of poetry
* Program Review Visit – Outside Reviewers – Reminder that the team will be here March 29 & 30.
* Committee Reports:
	+ Faculty Review Committee: Lidan reported that the reappointments were completed and thanked Bev & John for their hard work. Hardin thanked the committee for their hard work.
	+ Scholarships & Awards Committee: Mary Ann asked that faculty please encourage students and submit nominations. We have added a new $50.00 cash award – Leadership & Learning. The criteria is for students who have shown leadership in how they have used their academic preparation in various leadership and presentational roles within and beyond the department.
	+ Upcoming deadlines: Book orders are due March 9th. Course descriptions are due Monday March 12th. ITS will be upgrading all computers to Windows 7. Please e-mail Pam to let her know which operating system your computer is currently using.

**Old Business:**

* Proposed revisions to *Enchiridion* re: P & T & Sabbatical Committee. Since the department has been asked to follow college practice in having all tenured faculty engaged in the P&T process, the department needs to find a means of incorporating P&T&Sabbatical deliberations with input from all tenured faculty. Steve proposed a motion (second: Rachel) for the chair to establish an ad hoc committee to propose changes to the promotion and tenure practices to reflect common practices. Hardin asked that anyone interested in serving on this committee contact him.

**New Business:**

* Proposed revisions to *Enchiridion* re: Faculty Review Committee. Open floor for discussion. Suzanne motioned (seconded: Shannon) to form an ad hoc committee to propose changes to the Faculty Review Committee to reflect common practices. The department agreed to have the ad hoc committee already named also propose revisions to the FRC Committee procedures.
* Faculty Senate nomination – Rachel was nominated (approved by unanimous consent)
* Option 1 and Option 2 Teaching Loads (Senate Document SD 10-14) – We need to have a rubric in place for faculty who are moved to Option 2 status. New hires will be hired in at Option 2.

**Items from the floor:**

* Procedures for making changes to the *Enchiridion* – tabled until next meeting

**Adjourned at 1:15 pm**

**Next meeting: March 19, 2012, LA 144**