**Committee on Faculty Affairs Minutes**

**April 10, 2013**

Present: L. Paolini, Gregory Pogue, D. Hunt, C. Alves, S. Carroll, J. Ruscio, R. Morin, V. Tucci, M. Benoit, J. Stauff, B. McMahan, S. Schreiner

Excused: B. Keep

Absent: S.Torres, R. Blumberg

1. Approval of minutes from 3-27-13.

2. Ongoing Business. Tenure and Promotion Document. Regina contacted Deb Knox from the Center for Excellence in Teaching and Learning. Deb agreed that the Center might be able to provide leadership in refining the process for peer evaluations on this campus. She said she would suggest including this matter on the agenda for a scheduled meeting with Bill Behre this month. Deb also included some helpful questions regarding our anticipated timeline, feedback from the college community, the impetus for such an effort, and current research in best practices for peer evaluation.

The working group was to meet with IT following the CFA meeting to begin looking at options for electronic submission.

3. Ongoing Business. Draft Policy on Modification of Duties and Draft Policy on Stopping the Tenure Clock. Maggie agreed to send out the necessary materials so an Open Forum could be scheduled for April 17 before the Faculty Senate meeting.

4. Ongoing business. Recording of Lectures. We are ready for an Open Forum, but it can’t be scheduled until the Fall semester.

5. Ongoing business. Faculty Behavior/Appeals/Student Complaints. Dave presented a draft that is based on how this is handled at other universities. It was suggested that he talk to chairs of other departments on campus to see how they handle student appeals and complaints. Some departments, like WLC, have grievance committees composed of faculty and students. CFA is solely responsible for this part of the charge. The charge regarding faculty behavior is the responsibility of CFA and CAP.

6. Ongoing business. Faculty Reassigned Time. To date there is nothing to report.

7. Dave will check to make sure CFA doesn’t have any recommendations that need to be forwarded to Steering and haven’t been.

8. The new charge from Steering regarding use of Student Feedback Forms will be a priority in the Fall, but there is no time to address it this semester. Bob will find out how evaluations for single students and small groups are handled in music.

Respectfully submitted,

Regina Morin