**Committee on Faculty Affairs Minutes
February 12, 2014**

Present: C. Alves, E. Borland, S. Carroll, W. Keep, R. Morin (Chair), J. Nicasio, J. Row, S. Schreiner, D. Shaw, V. Tucci, P. Wiita

Excused: R. McMahan, J. Stauff

Absent: G. Pogue

Visitors: S. Chang, G. Facas, L. Grega, M. Paliwal, B. Sepahour, J. Wang, K. Yan

Minutes: The minutes of December 9, 2013 meeting were approved as submitted.

New Business:

The meeting was devoted to discussion on the following two new business items:

1) The Disciplinary Standards as revised by the Mechanical Engineering Department

Seven members of the Mechanical Engineering Department and the Dean of the School of Engineering presented their views on the revised standards and solicited input from CFA members. The time frames presented in the revised document and the criteria for promotion to Full Professor were main points of discussion. The requirements for promotion to Professor were identified as the main points of disagreement between the faculty and the dean. After department members and dean had the opportunity to express their views, CFA members, without Mechanical Engineering faculty present, discussed their recommendations. The CFA Chair will record and convey these recommendations to the faculty. Recommendations include elimination of suggested time frames from revised document and insuring that recommendations for Professor are in line with the policy on Disciplinary Standards of other TCNJ engineering departments. Chair emphasized at beginning of meeting that CFA can only make recommendations. Differences have to be negotiated between faculty members and dean.

2) The proposed Document Management Software for the electronic submission of promotional materials.

Sushma Mendu, IT Project Manager, discussed the evolution of the approaches to electronic submission of promotional materials. Originally, the approach was to place the materials on a secure area of the R: drive. Now, since Novell Vibe has been licensed for use at TCNJ, this document management software is proposed for handling the electronic submission. Additional Vibe licenses have been ordered and preliminary discussion on implementation has begun. CFA committee members support the project but urged caution and careful testing involving a pilot launch and even a redundant roll-out involving a back-up hard copy system given possible legal issues if errors occur. Areas of major concern include the number of items submitted which will not be able to be in digital format and the responsibility of department PRC chairs to regulate permissions on files and to change these permissions on specific dates.

Respectfully submitted,

Val Tucci