

**Commission on Faculty Affairs
Minutes
April 15, 2011**

Members Attending: Debbie Smith (Chair), Jack Finney, Alan Grant, Bruce Pencek, Kay Hunnings (for Richard Sorensen), Ann Zajac, and John Massey

Guests Attending: Ellen Plummer (Provost's Office) and Sheila Carter-Tod (Department of English)

The meeting was called to order by Debbie Smith, Chair, who distributed the agenda with two new items.

- (1) Report from Faculty Handbook Work Group by Ellen Plummer and Sheila Carter-Tod
- (2) Committee Seats for 2011-2012: Employee Benefits Committee and Equal Opportunity and Diversity Commission

The minutes of CFA on April 1, 2011 were approved without changes by email prior to the meeting.

1. Committee Seats for 2011-2012: Employee Benefits Committee and the Commission on Equal Opportunity and Diversity (CEOD)

Debbie Smith informed CFA members of the available vacant seats that needed to be filled in Employee Benefits Committee and Commission on Equal Opportunity and Diversity for 2011-2012 academic year. Jack Finney is a member of the Employee Benefits Committee and will represent CFA. Sam Riley is a member of CEOD and will also represent CFA. Therefore, additional CFA members are not needed for these two openings. It was noted that new senate members will be required to fill some vacant seats on the CFA; however, some current members of CFA had expressed their willingness to continue to serve for the next year.

2. Report from Faculty Handbook Work Group by Ellen Plummer and Sheila Carter-Tod

Ellen Plummer and Sheila Carter-Tod briefed CFA members about the progress made by the Faculty Handbook Work Group. The work group was created by Jack Finney to look at the language in the current faculty handbook and to suggest any needed changes in policies or other aspects of the handbook (e.g., editorial work, duplications, inconsistencies). Ellen and Sheila met with CFA to solicit feedback on chapter 3 and any other input CFA members wished to provide.

CFA members pointed out a number of places in chapter 3 that needed to be clarified, edited, or enlarged. CFA members noted the need to have more details and definitions to clarify some policies. Ellen and Sheila thanked CFA members for their valuable contributions in chapter 3.

New Business

CFA members put forward topics that will be subject of discussion for the next year. The topics included:

- (1) Faculty handbook revisions and new updates on policies
- (2) Conviction Check policy
- (3) Data presentation from Task Force on the Evaluation of Teaching
- (4) Conflict of Interest and Consulting Policy

Adjournment

There being no further business, the meeting was adjourned.

Recorder, Maxwell Awando