Faculty Welfare Committee
Meeting Minutes: April 21, 2017

Call to Order: The meeting was called to order at 2:15PM in Hispanic Studies, room 131.

Committee members in attendance: Attendees: Emily Beck (chair), Stephen Della Lana, Martin Jones, Glenda Byars, Susan Klein, Richard Lavrich, Jen Wright, and Provost Brian McGee

Agenda:
1. Discuss policy regarding evaluation of deans and chairs with Provost McGee.
2. Discuss possible reforms to Tenure and Promotion Process with Provost McGee.

Discussion of Agenda Items:
1. Discussion of the policy to evaluate deans and chairs

The Provost advised the committee that a new evaluation instrument will be distributed to faculty and staff to evaluate deans in May 2017.

At this time, there is no institutional rubric for Chair evaluation. He explained that deans have a strong preference to handle the evaluation of chairs within their schools and do not want a college-wide process. The Provost emphasized that deans and chairs are evaluated regularly, but that instructional faculty and staff may not be aware of these reviews.

2. Discussion regarding January memorandum on T&P

Possible mandate for external letters to provide assurance of the quality of research is advocated by Provost, but no changes will be made for Fall 2017. He urged FWC to continue discussions about external letters.

More discussion is needed on proposal to modify the consideration of Full Professor applications as there are numerous concerns and logistical issues. T&P Committee composition could be modified to allow more members and fewer cases. The duties of the T&P Committee are considered somewhat burdensome at present. FWC will continue these discussions during AY 2017-2018

Emily asked the Provost what he thought FWC should address going forward and he replied that the committee should continue work on T&P process reforms and continue to advocate for adjunct concerns.
Meeting adjourned at 3 pm.
Faculty Welfare Committee
Meeting Minutes: April 7, 2017

Call to Order: The meeting was called to order at 2:03PM in Hispanic Studies, room 131.

Committee members in attendance: Attendees: Emily Beck, Matthew Cressler, Stephen Della Lana, Glenda Johnson, Susan Klein, Richard Lavrich, Ashley Vaughns, Jen Wright

Agenda:
1. We rescheduled meeting with Provost McGee to April 21
2. Update on the evaluation of chairs and deans
3. Childcare options for faculty
4. Parking for adjuncts
5. Update on issues related to health care for female dependents

Discussion of Agenda Items:
1. Items were discussed for creating an agenda if we are able to meet with the provost on April 21st.
   a. Update on proposed changes to tenure and promotion.
   b. Concerns about the SACSCOC process were discussed. What does assessment look like for us going forward?
2. Evaluation of chairs and deans was revisited.
3. Expanding child care options on campus were discussed. However, after discussing a variety of issues such as space, cost, and waiting lists, it was determined that this is a larger issue that is national in scope and beyond the current purview of the committee. The FWC has attempted to resolve this issue in several past years, with no success or changes. ECDC simply isn’t able to accommodate more than the current number of children and demand far, far exceeds supply.
4. Parking: Adjuncts have raised concerns about not getting the discount rate in the parking garages.
5. The petition to improve dependent women’s care petition is up to 300 people. A call-in day was proposed to contact legislators.

Adjournment: Meeting adjourned at 2:50pm.
Faculty Welfare Committee
Meeting Minutes: February 2, 2017

Call to Order: The meeting was called to order at 2PM in JC Long, room 131

Committee Members in attendance: Emily Beck, Matthew Cressler, Glenda Byars Johnson, Martin Jones, Susan Klein, Richard Lavrich, Ashley Vaughns

Agenda:
1. Approve minutes from last semester
2. Approve minutes from last meeting
3. Discussion of letter from Provost McGee with proposed changes to Tenure and Promotion Process; feedback and discussion
4. Letter regarding PEBA/Health insurance disparities in coverage for women and dependents
5. Other old business?
6. New business?
   a. Letter requesting improved options for childcare/preschool options near the college and more availability at ECDC

Discussion of Agenda Items:

1. Approve minutes from last semester and minutes from last meeting
   Emily will send all FWC committee members Word document versions of all minutes to date for final suggestions of changes. Committee members will respond by next Friday, (2/10).

2. Should FWC craft a statement in favor of continuing health care for adjuncts?
   i. This is a legislative issue so the letter should really be addressed to the Board or state legislators.
   ii. CofC should be an educational leader of the SC. It is important that CofC affirm the importance of health insurance for adjuncts.
   iii. We should not be reactive but proactive in protecting our contingent employees.

3. Letter from Provost McGee with proposed changes to Tenure and Promotion Process; feedback and discussion

4. Letter regarding PEBA/Health insurance disparities in coverage for women and dependents
   a. FWC discussed
   b. Susan will send via email the current draft
5. New business:
   a. Faculty Forum on Academic Freedom – discussion
   b. Student Complaint system has resulted in faculty feeling that they are being targeted for forcing students to challenge their opinions.
   c. Request for FWC to advocate and request improved options for childcare/preschool options near the college and more availability at ECDC
      i. We will research this issue and report back at next meeting.

Meeting Adjourned: 3pm

Next Meeting: scheduled for March 18, 2017
Faculty Welfare Committee
Meeting Minutes: December 1, 2016

Call to Order: The meeting was called to order at 12:15 PM in JSC, room 319

Committee Members in attendance: Emily Beck, Matthew Cressler, Stephen Della Lana, Glenda Byars Johnson, Martin Jones, Susan Klein, Richard Lavrich, Jen Wright
Invited guest: Simon Lewis also in attendance

Agenda:
1. Policies regarding review of deans and chairs
2. PEBA and health insurance issues
3. Other old business?
4. New business?

Discussion of Agenda Items:

1. Simon Lewis explained that in the 2012-2013 AY, the FWC met with George Hynd. As per the FAM, agreed that chair evaluation would take place annually. FWC proposed and received an understanding that deans would be evaluated by faculty and staff on a regular and periodic basis: every other year, starting with the second year.
   a. Professors are subject to student evaluations, why aren’t chairs and deans subject to the same?
      i. Can provide benchmarks to measure performance (obviously, faculty and staff evaluations will not be the only measure of a chair and dean’s ability, but can provide information important to getting a fuller picture of that performance.)
   b. It would seem logical that the President and Provost would like to know what the rank and file feel about the chairs and deans they work with.
      i. Can provide insights that superiors are unaware of.
   c. The opportunity for faculty and staff to provide feedback about their superiors emphasizes the collective interest (administrative and rank and file) in getting a fuller picture of the performance of the chairs and deans.
   d. In not allowing faculty and staff to evaluate their superiors, upper administration is restricting faculty voices and negatively impacting morale.

Meeting Adjourned: 1:15pm

Next Meeting: TBA via Doodle poll
Faculty Welfare Committee
Meeting Minutes: November 1, 2016

Call to Order: The meeting was called to order at 12:15 PM in JSC, room 319

Committee Members in attendance: Emily Beck, Stephen Della Lana, Martin Jones, Susan Klein, Richard Lavrich, Ashley Vaughns, Jen Wright
Invited guest: Deanna Caveny also in attendance

Agenda:
1. Review of policies for modified duties (Emily and Ashley)
2. Review policy regarding annual review of chairs and deans (Stephen and Matthew)
3. Continuing advocacy for adjuncts (Susan, Richard, and Glenda)
4. Other business?

Discussion of Agenda Items:

1. Review of policies for modified duties (Emily and Ashley)
   a. Emily distributed Appendix B (“Modified Duties Granted”)
   b. Deanna clarified several principles (Appendix A), including AA’s premise that Modified Duties is an alternative work assignment policy, it is not leave. Its purpose is to replace the instructional duties.
   c. FMLA=no work duties
   d. Typically, employees are replacing two courses
   e. Some can elect to teach an overload the previous semester or in the summer
   f. Combination of sick leave and modified duties is frequently used. Health care provider determines the recommended time for leave (usually 8 weeks, occasionally 12 weeks). Must submit a health care provider notification form.
   g. Primary caregiver can replace ALL instructional duties. Secondary can replace one course.
   h. Can replace 1 course with a research release in addition to the research release you already have.
   i. Policy was developed with guidance from the college’s attorney and state policies.
   j. Recent changes to the policy have been made to allow first year faculty to have modifications as well as visiting faculty.
   k. Deanna suggested creating a FAQ for modified duties
      • FWC could devise the questions and Deanna could help answer the questions.
2. Review policy regarding annual review of chairs and deans (Stephen and Matthew)
   a. Deanna explained that there is a discrepancy with regard to terminology: the
evaluation instrument distributed to faculty and staff is not truly an “evaluation,”
AA considers it a “survey”
   - The evaluation instrument used by faculty and staff is not the only process
   by which deans and chairs are evaluated.
   - AA conducts regular evaluations of deans and chairs but has not
   administered the evaluation instrument to faculty and staff since 2013.
   - Deanna thinks Brian McGee has conducted a review of deans two
times but meets with deans in an evaluative manner regularly.
     o Some of the evaluation process might be embedded in the
     SACSCOC narrative
     o Not every dean is necessarily surveyed every year
   - Deanna is not privy to the role that the survey data plays in the
   evaluations of deans and chairs

3. Continuing advocacy for adjuncts, review of implemented changes, discussion of further
modifications needed (Susan, Richard, and Glenda)
   a. Page on Academic Affairs website for adjuncts so they know what benefits they
are entitled to: http://academicaffairs.cofc.edu/procedures-and-practices/faculty/index.php#Adjunct
   - Adjuncts are invited to participate in Writer’s Retreats and utilize other
   faculty resources such as TLT.
   - Suggestion to create a website for the Faculty Welfare Committee
     - Not just post meeting minutes, but FAQ or topics to allow for
     better transparency year to year.

4. Deanna left meeting.

5. Emily reported that the missing FAM language with regard to the grievance policy is
being handled by an ad-hoc committee in the Faculty Senate, according to Todd
McNerney.

6. Committee members decided to invite Simon Lewis to next meeting on Dec. 1.

Meeting Adjourned: 1:15pm

Appendix A: Additional information regarding Modified Duties

From: Caveny-Noecker, Deanna M.
Sent: Tuesday, October 25, 2016 11:49 AM
To: Beck, Emily S <BeckE@cofc.edu>
Subject: RE: Faculty Welfare Committee - Query regarding Modified Duties

Emily,

Below are answers to your questions, and attached is redacted list of modified duties granted for the past several academic years. Because of the interplay between FMLA/sick leave and modified duties, faculty names and other identifying information has been redacted.

I have also listed here some principles for the Welfare Committee to keep in mind when you review these materials. I’d recommend that members review the policy itself with these things in mind. Please let me know if you have questions about the policy and process for application, the items listed here, or the list of awarded modified duties that has been provided.

Principles:

- As indicated in the Modified Duties Policy, modified duties replace regular instructional duties, but they do not replace other faculty duties.
- Modified duties are intended to be an equivalent replacement for instructional duties. As articulated in the policy, they are “deemed to be of equal value to those teaching responsibilities that they replace” and are intended to provide more flexibility than the “highly structured nature of their [regular] scheduled teaching duties.”
- The policy is built on the notion of Primary Caregiver and Secondary Caregiver. The distinction between the two is made in the policy. A Primary Caregiver can replace their full instructional load (or any portion) with modified duties. A Secondary Caregiver can receive only a one-course modification under the policy.
- Replacement of a course with research duties is limited to one three-credit-hour course.
- Like all College of Charleston employees, faculty members are eligible for FMLA and may use accrued sick leave hours to be paid while on FMLA. The timing and duration of FMLA leave is based on a healthcare provider certification. While there is no unilateral policy specific to the length of leave associated with births, it is common for healthcare providers to indicate that a birth mother needs around 8 weeks off work for recovery. In some cases, healthcare providers indicate that birth mothers need 12 weeks off work, the maximum that employers are required to provide for any family medical leave under FMLA.
- Employees can use up to two weeks of their own accrued sick leave to care for family members, including infants and newly adopted children.
- When a faculty member is on FMLA and is using accrued sick leave hours to be paid, they are recording the use of sick leave hours and have no work assignment. In some cases, a faculty member may be on FMLA/sick leave for part of the semester and on modified duties for the remainder of the semester, either before or after a birth or adoption. In that case, the modified duties plan needs to account for the volume of instruction that would normally be provided during the portion of the semester that the faculty member is not on FMLA. For instance, if a faculty member typically has a three-course teaching load and is responsible for the equivalent of one course in research (which is the case for most tenured and tenure-track faculty) and if she is on FMLA/sick leave for ⅔ of the semester, then the FMLA/sick leave would relieve her of
responsibility for one course, and her modified duties plan would need to be equivalent to two courses.

- In some cases, a faculty member who is considered a Primary Caregiver elects to replace only a portion of their usual instruction with modified duties. That may happen in cases where the faculty member is able to maintain a regular instructional schedule (or is teaching online or a course schedule that is manageable to him or her), particularly if the faculty member’s perspective is that teaching is more manageable for them than typical modified duties with which they have less experience.
- In cases where a faculty member used FMLA/sick leave for a full semester, there may be no modified duties entry on the attachment, as no modified duties were awarded.

Appendix B: Modified Duties Granted since 2013

**Modified Duties Granted**

XXXXXXXXXXXXXXXXXXXXXXXX

- XXXXXXXXXXXXX
- Teaching one course in evening.
- Replacing other courses with research (1 course) and curricular program development
- 0.5 in XXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXX

- Covering the equivalent of one course via FMLA leave
- To replace one course, developing XXXXXXXXXXX (curricular – more than 1 course) XXXXXXXXXXX
- One course replaced with research
- 0.5 modification (course replacement) in XXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXX

- Taking FMLA XXXXXXXXXXXXX for XXXXX approximately 1/3 of semester XXXXXX
- One research replacement
- Coordination of multi-section XXXXXX course XXXX, including onboarding new instructors, XXXXXXXXXXXXXXXXX, establishing a common assessment technique, collecting/compiling assessment results, and reporting
- Completing work towards and applying for XXXXXXXXXXXXXXXXXXXXX
- 0.5 in XXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
• One Express II course
• One research replacement
• Curricular work XXXXXXXXXXXXXXXXXXXXXX
• 0.5 in XXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXX

• No indication of any leave time
• One research replacement
• Substantial curricular work on XXXXXXXXXXXXXXXXXXXXXX
• XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
• 0.75 in XXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

• No indication of any leave time
• One research replacement XXXXXXXXXXXXXXX, including supervision of XXXX student projects
• Development of XXXXXXXXXXXXXXXX-departmental course materials-XXXXXXXXXXXXXXX, to include XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
• XXXXXXXXXXXXXXXXXXXX
• 0.75 in XXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

• Taking six weeks of paid sick leave; needs two course equivalents
• One research replacement
• One course replacement in work on adjunct and visiting faculty evaluation, including research, policies, criteria and standards (150 work hours)
• 0.5 modification in XXXXXXXXXX; 0.25 leave in XXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

• Secondary Caregiver; replacing one course with research
• 0.25 modification in XXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

• Teaching XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
• Will be on FMLA about 1/3 of XXXXXXXXXXXXX semester, so needs just two course equivalents
• Research release
• Statistical analysis XXXXXX- on four courses-XXXXXXXXXX on performance, placement, and prerequisite study. XXXXX will ensure that work is equivalent to one course. Project may be expanded.
• XXXXXXXXXXXXXXXXXXXXX 0.5 modification
• Will teach two courses XXXXXX, with modest modifications of assignments around delivery date
• Replace one course with research
• 0.25 modification in XXXXXXXXXXXXXXXXXXXX

• Already on 3-credit-hour release per year for XXXXXXXXXXXXXXXXXXXX
• Will teach 7 XXXXXXXX credit hours in Summer School XXXXXXXXXXXXX for no additional pay
• Will make up remaining two credit hours in XXXXXXXXXXXX
• XXXXXXXXXXXXXXXXXXXX
• 0.583 credit hours of modification in XXXXXXXXXXXX

• Replace one course with research
• 0.25 modification in XXXXXXXXXXXX

• Replace one course with XXXXXXXXXXXXXXXXXXXXXXXXXXXX
• 0.25 modification in XXXXXX

• Research
• Working with two other faculty members on XXXXXXXXXXXX-curricular – multiple courses-
• Adjunct evaluations XXXXXXXXXXXXX
• Service as XXXXXXXXXXXXXXXXX
• 0.75 modification in XXXXXXXX

• Plans to XXXX- complete courses remotely-XXXXXXXXXXXXXXXXX. Plans XXXXXXXXXXXX-to continue specific substantive service remotely-XXXXXXXXXXXXXXXXX
• On FMLA through XXXXXXXXXXXX.
• Working on five different courses, including XXXXXXXXXXXXXXXXXXXX (not all in each course). Also working with XXX adjunct replacement for XXXXX and collaborating with XXXXXXXXXXXX-on curricular maps-XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
• One research release. XXXXXXXXXXXXXXXX
• 0.75 modification in XXXXXXXXXXXX
• Teaching XXXXXXXXXXXXXXXXXXXXXXXX
• On FMLA for 8 weeks, which covers 1.5 three-credit hour courses
• Equivalent of 0.5 of three-credit-hour course approved for research
• 0.5 modification in XXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

• One research release
• Curricular work for XXXXXXXXXXXXXXXXXXX
• Plan XXXXXXXXXXXXXXXX assessment workshop; analyze program data and write XXXXXXXXXXXXX program assessment report; continue committee service after FMLA leave
• 0.75 modification in XXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

• One research release
• Two courses replaced with departmental program assessment work
• 0.75 modification in XXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

• Serving as XXXXXXXXXXXXXXX on 0.25 release; will continue
• One research release (project consisting of XXXXXXXXXXXXXXXXXXX)
• Two departmental projects
  o Research and evaluation of XXX-specific courses-XXXXX (3 courses)
  o Departmental XXXXXXXXXXX project
• 0.5 modification in XXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

• Has decided not to request modified duties

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

• Teaching one course online (has completed online training)
• Will be teaching 8 independent studies
• One research release; project consisting of XXXXXXXXXXXXXXXXXXX
• 0.25 modification in XXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

• Mentoring two students on projects XXXXXXXXXXXXX and at least one student enrolled in XXXXXXXX
• Developing departmental newsletter and serving as editor during XXXXXXXX (initial launch period)
• Planning and gathering data for assessment of departmental learning objectives and goals; work associated with new XXXXXXXXX guidelines for XXXXXXXXXXXXXXXXXXX
• Develop a course proposal for XXXXXXXXXXX; will also review and evaluate textbooks and potential course materials
• Research
• 0.75 modification in XXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

• Research replacement of one course
• Developing departmental advising handbook for second course
• Modifications: XXXXXXXXXXXXXXXX 0.5

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

• Research replacement of one course (preparing two grant proposals)
• 0.25 modification in XXXXXXXXXXXXXX
Faculty Welfare Committee
Meeting Minutes: October 4, 2016

Call to Order: The meeting was called to order at 12:15 PM in JSC, room 319

Committee Members in attendance: Emily Beck, Matthew Cressler, Stephen Della Lana, Glenda Byars Johnson, Martin Jones, Susan Klein, Richard Lavrich, Ashley Vaughns, Jen Wright

Agenda:
1. Missing FAM language (Emily)
2. Review policy regarding annual review of chairs and deans (Stephen and Matthew)
3. Continuing advocacy for adjuncts, review of implemented changes, discussion of further modifications needed (Susan, Richard, and Glenda)
4. Review of policies for modified duties (Emily and Ashley)
5. Examination of advocacy for faculty in decision-making processes on campus (Martin and Jen)
6. New business?

Discussion of Agenda Items:

1. Emily Beck contacted Todd McNerney regarding missing information regarding grievance process in FAM but has not yet heard a response. She will contact again.

2. Review policy regarding annual review of chairs and deans (Stephen and Matthew)
   a. Emailed Deanna Caveny regarding process by which deans and chairs have been evaluated during the past three years and how they will be evaluated moving forward but have not yet heard a response.
   b. Committee discussed the importance of regular review of deans and chairs. Discussed possibility of making a formal report about the importance to the Faculty Senate.
      ▪ Once we hear from Academic Affairs, FWC will determine how to move forward.

3. Continuing advocacy for adjuncts, review of implemented changes, discussion of further modifications needed (Susan, Richard, and Glenda)
   a. Adjuncts have not received a pay increase for AY 2016-2017.
      ▪ Deanna emailed the history of the adjunct pay and explained that the current structure of adjunct pay will not be modified for AY 2016-2017.
      ▪ Senior Adjunct status is awarded by chairs and deans for longtime adjuncts but does not have a pay increase.
   b. The possibility of providing adjuncts with pretax parking rates is unlikely due to a state policy.
c. Recommended creation of a FAQ page on Academic Affairs website for adjuncts so they know what benefits they are entitled to.
   ▪ Members discussed determining what should go on that page.
   ▪ We will ask adjuncts in our departments what they would like to see on the Academic Affairs website and report back at next meeting.

4. Review of policies for modified duties (Emily and Ashley)
   a. Emily contacted Deanna Caveny but has not yet heard a response about the modified duties policy:
      ▪ Is the determination of appropriate modifications handled at the departmental, school, or college-wide level?
      ▪ Is Academic Affairs at liberty to disclose what modifications have been granted in the recent past (say, over the past 3 years)? While preserving our colleagues' privacy, is it possible to know a gender breakdown of this information? Is it possible to know the applicants' rank at the College?
      ▪ Is there an appeal system? If a faculty member requests an appeal to a decision, are there any protections in place for those on the tenure track or at the rank of instructor?
   b. Emily will invite Deanna to the meeting on Tuesday November 1st.

5. Examination of advocacy for faculty in decision-making processes on campus (Martin and Jen)
   a. Martin and Jen met with Todd McNerney and discussed issues that have caused concern. Todd mentioned that he too has received concerns from faculty members.
   b. Some of the concerns related to the sense that the College is searching for an identity as an institution.
   c. Committee discussion of concerns that faculty have raised regarding changes that have been made in organizational structures and decisions.
   d. Committee members discussed possibility of making a statement to the Faculty Senate as a committee about concerns.
   e. We will ask faculty in our departments about concerns and report back at next meeting.

6. New business?
   a. FWC received a letter from faculty members detailing concerns about the cost of women’s preventative health care and regarding disparities in services provided to women and their female dependents.
   b. Committee discussed best ways to approach this issue: is there state wide advocacy going on? What are other universities doing? Sandra Bennet in HR may have insights about whether there is anyone advocating for a better plan. Who is the PEBA advocate? Ask the author of the letter to put together petition language
that can be distributed? Create a Qualtrics survey to allow faculty and staff to add their voice?
c. Susan Klein will consider these issues and report back to committee.

**Meeting Adjourned:** 1:15pm

**Next Meeting:** Nov. 1, 12:15-1:15 in Jewish Studies Conference Room, room 319.
Faculty Welfare Committee
Meeting Minutes: September 1, 2016

Call to Order: The meeting was called to order at 12:20 PM in Science and Math Building, room 300

Committee Members in attendance: Emily Beck, Matthew Cressler, Stephen Della Lana, Martin Jones, Susan Klein, Richard Lavrich, Ashley Vaughns, Jen Wright

Agenda:
1. Select chair and secretary of committee.
2. Determine meeting days and times for fall semester 2016.
3. Discussion of old business: Susan Klein, (secretary FWC, 2015-2016) shared two sets of files from previous FWC with current committee members:
   i. https://drive.google.com/open?id=0B7_PyTgcd6IBdXppWUJvc1NaR2s
   ii. https://drive.google.com/open?id=1p2UUtKCDkB3TrzXnwGDFJ98g5v7S
       mfVw-6jXd95efv
   a. A request for the committee to look into the evaluation process for deans and chairs at the college.
   b. Grievance process omitted from most recent version of the FAM.
4. Discussion of new business, agenda items for committee; divide into ad hoc committees to examine.

Discussion of Agenda Items:
1. Emily Beck selected as chair; Ashley Vaughns selected as secretary.
3. Discussion of old business:
   a. Discussed the request for the committee to look into the evaluation process for deans and chairs at the college.
      ▪ Matthew and Stephen will review policy and report back to committee at next meeting.
   b. Susan explained that FWC 2015-2016 had identified an issue regarding the grievance process that was omitted from most recent version of the FAM.
      ▪ Emily will contact Todd McNerney, Speaker of the Faculty, to confirm that this issue has been taken up by the Faculty Senate.
4. Discussion of new business:
a. Continuing advocacy for adjuncts, review of implemented changes, discussion of further modifications needed (Susan, Richard, and Glenda will review and report back to committee at next meeting.)
b. Review of policies for modified duties (Emily and Ashley will review and report back to committee at next meeting.)
c. Examination of advocacy for faculty in decision-making processes on campus (Martin and Jen will review and report back to committee at next meeting.)

Meeting Adjourned: 1:30pm