*Minutes*

July 8, 2014 at 10:00 a.m. in I-122

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| --- | --- | --- |
|  | Present | Absent |
| Dr. Denis G. Wright | X |  |
| Dr. Emery Alford | X |  |
| Dr. Marie Collins | X |  |
| Dr. Eileen DeLuca | X |  |
| Jeff Gibbs | X |  |
| Dr. Erin Harrel |  | X |
| Dr. Theo Koupelis |  | X |
| Dr. John Meyer | X |  |
| Dr. Mary Myers | X |  |
| Dr. Laura Weir | X |  |
|  |  |  |
| Michelle Fanslau | X |  |

1. **Minutes from June 17, 2014 meeting sent out. Any other changes?**
	1. No changes made
2. **Faculty hiring procedures**
	1. Dr. Wright has only had input in the hiring of one candidate
	2. It is in the faculty contract that Dr. Wright makes the hiring decision for full-time faculty
	3. This procedure will be followed from now on
		1. Process
			1. A chair is selected for the screening committee
			2. Academic Affairs (instead of H.R.) will screen the applicants for initial qualification
				1. What about incomplete applications?
				2. What constitutes a complete application?
				3. What about people who do not have a bachelor’s degree but has a master’s degree being eliminated from the pool?
				4. The initial screening of minimum qualifications will be done by the screening committee.
			3. Screening committee meets to decide candidates for telephone/skype interviews and notifies the Deans
				1. Hiring manager is present at the first meeting to give a charge to the committee and notifies the committee how many candidates to move forward
				2. HR is still included in the first meeting
				3. Schools are not responsible for making all arrangements for travel
			4. After initial interviews, the committee chair notifies the hiring manager who is in the final pool
				1. The hiring manager verifies the pool and provides approval for the final candidates to come to campus
			5. Interviews at a minimum
				1. Screening committee
				2. Hiring manager if not part of the screening committee
				3. Provost/VPAA

Can be a combined interview with the hiring manager and the Provost/VPAA

* + - 1. The screening committee meets to identify strengths and weaknesses of candidates

Candidates who are acceptable to the screening committee are moved forward to the Provost/VPAA (in most cases: moving one candidate forward is not acceptable)

* + - * 1. There may be a follow-up meeting with the screening committee, hiring manager, and the Provost/VPAA
			1. The signed FQF and PAF is sent to the Provost/VPAA for signatures
			2. Academic Affairs and the hiring manager make the offer
			3. Credentialing information is added to the applicants record once the Fast Track process is complete
	1. What about internal transfers?
		1. There still needs to be some type of screening committee if there is a discipline change
		2. The Provost/VPAA still needs to be included when it is a discipline change transfer
1. **Baccalaureate update for FCS**
	1. At the CIA meeting, the FCS told us not to stop with any plans to develop proposals for new baccalaureate degrees
	2. New proposals go to the AVP and Provost/VPAA for consideration
	3. Baccalaureate Council will be formed to support current and existing programs
	4. Proposals need to be ready to be sent when moratorium is lifted
	5. Dr. Wright is excited about moving forward
	6. The FCS will be completing the requested report on the progress of baccalaureate programs in FCS institutions
2. **New Faculty Seminar schedule**
	1. Dr. Wright met with the co-directors
	2. Weekend Great Teacher’s Seminar, September 5 and 6
		1. Co-directors would like an opportunity to meet with the new during duty days
3. **“Duty Days” schedule discussion**
	1. Michelle will send out the draft schedule and include an update on convocation date
4. **Office space decisions**
	1. We have to make sure we stay up-to-date with the space process
	2. The appropriate paperwork must be completed when someone is moved
	3. What do we do with the developmental math and English faculty changes for offices? Are they moved to other locations
	4. There will be some problems with the upcoming renovations in Building H
	5. Dr. Stewart is the one responsible for tracking the spaces
		1. Academic Affairs makes the decisions on academic spaces
5. **Purchasing Card users list**
	1. Dr. Wright needs to provide a list of all Purchase Card users in Academic Affairs
		1. There should be one per school, maybe two depending on activities
		2. Deans should send the names to Dr. Wright by the end of the week
6. **Faculty searches update**
	1. Matthew Vivyan – history
7. **Other items?**
	1. Dr. DeLuca – annual Cornerstone institute
		1. Thanks to those administrators who attended
			1. Dr. Meyer, Dr. Alford, Dr. Collins, Jeff Gibbs and all the Hendry/Glades faculty
			2. Good attendance and very successful

Next meeting is Tuesday, July 22, 2014 at 10 AM in I-122