*Minutes*

October 27, 2015 at 10:00 a.m. in U-202B

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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. Christy Gilfert |  | X |
| Dr. Martin McClinton | X |  |
| Dr. Larry Miller | X |  |
| Dr. John Meyer | X |  |
| Dr. Mary Myers | X |  |
| Gail Murphy |  | X |
|  |  |  |
| Alane Enyart | X |  |

1. **Minutes from October 13, 2015**
	1. Minor edits submitted by Dr. DeLuca
2. **Writing the Case Workshop**
	1. Working drafts due Nov. 1, 2015
3. **Adjunct/Overload budget update (handout)**

 a. The numbers demonstrate only half the summer (term B) is in the budget

 b. Adjunct and overload budgets appear good so far for the year

1. **Class absence COP (handout)**
	1. Faculty Senate has expressed agreement with the revised language
	2. When the cabinet approves, this will be the revised COP
2. **Education Monday Memo**
	1. Dr. Wright shared a copy of the Monday Memo created by the School of Education. Dr. Miller discussed it. This is a good way to communicate to adjunct faculty, staff in your school.
3. **Preventing Attrition Webinar (handout)**
	1. Private webinar to be presented to just the College
	2. Building a team to include a few faculty/coordinators who intersect well with students/issues
	3. Need volunteers from the faculty, deans, and school administration.
4. **Other items**
	1. FT portfolios—submit by Qualtrics or Canvas. Everyone needs to submit the same way. One way or the other. Consensus was to use Qualtrics
	2. Concern about the upcoming fright night on campus
	3. Spring enrollment for four programs in Education’s middle and secondary math is closed just for Spring 2016 and will be re-evaluated if interest increases.

Submitted by Alane Enyart, October 27, 2015