



Academic Standards Committee

Minutes

September 22nd, 2017

11:00 a.m. – 12:00 p.m.

Rooms : Lee (AA -177), Collier (G-109), Charlotte (O -117),

Facilitator	Tejendrasinh Vala, Chair
Subject	Development of Faculty Handbook
Attendees	Teju Vala; Thomas Rath; Christy Gilfert; Jacquelyn Davis; Karen Maguire; Qin Liu; Cynthia Enslin; Cindy Campbell; Thomas Mohundro; Anne Angstrom; Melanie Ulrich; Yadab Paudel
Excused	Garnett Salmon; Don Warren; William VanGlabek; Michelle Fanslau; Marius Coman; Deborah Selman; Dale Hoover;
Absent	

1. Meeting began with introduction of committee members. Committee welcomed all new members.
2. Committee began final revision of Faculty Handbook and few changes were made during the meeting on the document.

Prof Campbell to consult fellow librarians for updating information about "APA – Style and format for scholarly writing" on the handbook.

Committee updated Organizational chart information section on the document.

Dr. Vala to reach out to Dr. Roz Jester and Dr. Melissa Rizzuto to update sections regarding TIFDOL and replace it with most up to date policies.

Dr. Gilfert pointed out that information regarding ADA accommodations that she sent before summer is not part of the document yet. Committee requested her to resend the document.

Dr. Vala shall contact Prof Selman to review the formatting consistency for the changes that have been made on the document.