**CCRC Meeting Minutes**

**2/9/18**

**Members:**

Russell Swanson (Chair)

Ray Lenius

Marti Jenner

Marcela Trevino

Marty Ambrose (absent due to illness)

Natala Orobello (absent)

Jaime Zlatkin (absent)

Tim Bishop (absent)

Rebecca Gubitti (absent)

Russell Swanson opened the meeting at 11:04 AM and asked members to review the minutes from our 1/12/18 meeting, which were approved.

Russell indicated that the committee’s tasks at hand consisted of refining the language of the following:

1. Faculty Evaluation and Portfolio Timeline
2. CCRC Chair duties
3. Article X of the CNA, with the goal of producing an MOU to make the language consistent with the Faculty Evaluation Plan Handbook
4. Change the CCRC from ad hoc to standing

* Once the drafts are ready, Russell will present them for review to Senate (Martin Tawil), Union (Peggy Romeo) and Administration (Eileen DeLuca) representatives during a meeting at the end of this semester. Marti suggested to also include the TLC (Rebecca Yost) and Professional Development (Myra Walters).

Russell commented that while the original plan was for the CCRC to have representation from all schools, several members have not been able to attend the meetings we have held thus far; therefore, he suggested to bring to the Senate the suggestion of not requiring a minimum number of members, and everyone agreed.

Russell proposed that the committee’s next meeting be held in April, since the second Friday of March falls on Spring Break; everyone agreed. In the meantime, Russell will work on any necessary changes to the new CNA, and bring them for discussion during the April meeting.

Marti shared the questions she created on Qualtrics for the Continuing Contract Initial Granting (CCIG) Process Survey, with answers not including a neutral response, and some questions to be open ended and optional. Russell posed the question of whether responses should be anonymous. Committee members agreed that it would be valuable to provide anonymity in order to obtain candid input, but the respondents would still indicate their role (administrator, faculty, etc.). The survey will open after Spring Break, and respondents will be given two weeks to complete it, with automated email reminders being sent to them.

Russell commented on the need to confirm with HR on whether all evaluation documents would be confidential, or would become public record, which may be necessary in case of a decision being disputed.

Russell suggested to remove the specific dates on the Faculty Evaluation & Portfolio Timeline and replace them with corresponding days of the week on any given month, so that they can roll over each year. Committee members worked on most of these changes, and Russell will work out the rest with the relevant administrators.

Since there was not enough time to finish reviewing items 1-3 above, Russell offered to prepare drafts for our next meeting.

Meeting was adjourned at 12:02 PM.

Prepared by Marcela Trevino