

Continuing Contract Review Committee
10-11 AM, Friday, April 2, 2021 via Zoom

Russell Swanson	<i>Present</i>
Heather O'Connell	<i>Present</i>
Jennifer Summary	<i>Present</i>
Jimmy Chan	<i>Present</i>
Marti Jenner	<i>Present</i>
Leo Mera	<i>Present</i>
Susan Torres	<i>Absent</i>

- 1) Meeting convened at 10:00 AM
 - a) Portfolium updates with Kelly Westfield and/or Katie O'Connor
 - i) The technical challenges of a relatively new, but very promising platform have emerged in AY 20-21. These center on duplicate accounts. However, these issues are being handled and new strategies for avoiding them are being developed. Two of the CCRC members (Chan and Mera) actually had this specific issue. The key is that Portfolium accounts should be accessed via fsw.portfolium.com (not just portfolium.com). If you do not see "Tasks" in the top bar of your account that allows you to upload all your materials for the three main areas of Faculty Evaluation, then you likely have created an account in the wrong location. In such a case, you reach out to the appropriate support through the TLC to have the "rogue" or "duplicate" account merged into the right one.
 - ii) All of the emails and the Portal username of a faculty member will be linked with their account at fsw.portfolium.com, so which email (e.g. rswanson or russell.swanson) should not matter.
 - iii) Portfolium training is anticipated in the Summer of 2021, but that is not yet a firm commitment. Certainly, IG faculty will be invited to trainings as early in the Fall of 2021 as possible.
 - iv) Resistance to the transition to Portolium has been minimal, with most faculty using the Pathways approach instead of the Dropbox option. The Dropbox option

(whereby faculty simply link an ePortfolio created on another platform to their Portfolium account) will still be an option in AY 21-22. However, the Dropbox option will be eliminated for AY 22-23 and all faculty will use Portfolium Pathways for their ePortfolio creation and submission.

- v) Faculty forms 1 and 3 will still be submitted directly to supervisors. Portfolium will not be used for these annual Form submissions. Supervisors do not have access except at Portfolio submission times, and Portfolium is more a warehouse than a communication platform.
- vi) We noted again that, like on Canvas, uploaded files can not be edited within the Platform. They must be replaced by any updated or edited documents.

2) Informational Items

- a) Initial Granting Letters of Intent are due by Friday, April 9th.

First Friday in April	Provost’s office contacts faculty eligible for initial granting in the coming year about status.	Provost
Second Friday in April	Faculty eligible for initial granting will send an Email of Intent to dean/supervising administrator and copy to CCRC chair.	Faculty Eligible for Initial Granting
Third Friday in April	Deans will forward compiled list of faculty intending to apply for Initial Granting to CCRC Chair and notify the department chair or incoming chair of the need to convene an IGCC Review Subcommittee	Deans

- 3) Business: 13 faculty are temporally eligible to apply for IG (CCRC doesn’t have access to a faculty members’ record of evaluation scores for that eligibility criterion):

1	Carney	Catherine	Faculty Librarian
2	Deane	Gayle	Professor, Nursing
3	Gonzalez	Julissa	Professor, Nursing
4	Hall	Beverly	Professor, Mathematics
5	Hilton	Kimberly	Professor, Chemistry
6	Kodsey	George	Professor, Computer Science
7	Licht	David	Professor, Mathematics
8	Moffett	Randy	Professor, Economics
9	O'Connell	Heather	Professor, Respiratory Care
10	Patel	Bharatkumar	Professor, Math (HGC)
11	Rose	Anita	Professor, Business
12	Stoudt	William	Professor, Mathematics
13	Summary	Jennifer	Prof., Communication Studies

- i) Per the CCRC usual practice, CCRC Members have been appointed as Points of Contact for all those eligible (those names in bold below have already sent an application email to their supervisor, copying the CCRC Chair as of the date of this meeting):
 - (1) Marti: Julissa and Gayle;
 - (2) Heather: herself, Anita, and Randy;
 - (3) Leo: Kimberly and Catherine;
 - (4) Jimmy: **Beverly, David, Bharatkumar, and William;**
 - (5) Jennifer Summary: **herself, George,** and Bharatkumar
- ii) Jimmy Chan has created a Google Doc for our CCRC End-of-the-Year Report
 - (1) All CCRC members should upload their notes on suggested improvements, questions, issues, successes, etc. to that doc by the end of April. The Chair will compile the results for submission to the Provost and Union President should any such summary report be warranted.
 - (2) The Google Doc should be accessed through the Portal Home page, bottom left "Google Docs," use the short email (e.g. rswanson) and Portal Password.
- iii) Dr. Swanson announced his retirement as Chair. A New CCRC Chair will need to be elected for Fall 2021. Dr. Swanson will forward the names of any parties interested to the Senate President. Applicants must be on Continuing Contract.
- iv) Dr. Swanson will amend the Continuing Contract Review Committee Guidelines for the AY 2021-2022. This document will also be forwarded to the Provost's office for posting in the Faculty Evaluation Folder on the Doc Manager.

4) Next Meeting: Fall 2021 Duty Days