**Continuing Contract Review Committee**

**(Meeting Minutes)**

Meeting Date: 15 September 2023

Zoom ID: <https://fsw.zoom.us/j/81942832790>

**In-Attendance:** Shawn Moore, Matthew Hoffman, James Chan, Heather O’Connell, Jennifer Summary

1. Welcome and Updates to CCRC Structure – Dr. Shawn Moore
	1. The committee discussed the fact that the contract would like six members to sit on the committee, but with no one up for IGCC from Education and with no new volunteers, the committee will remain with five members for the time being.
2. Review of Timeline and Processes – Dr. Shawn Moore
	1. Dr. Moore went over the timeline for faculty and discussed the upcoming deadlines for faculty up for IGCC including the Sept. 29th date for submission of faculty portfolios.
3. Committee Charge – Dr. Shawn Moore
	1. The charge set by Faculty Senate accurately reflected what the committee believes is the proper charge, which is to uphold and maintain the rigor and transparency of the IGCC process while also providing support to all faculty going up for initial granting.
4. Sub-Committee Updates
	1. Dr. Moore received sub-committees from all members up for IGCC and the next step after September 15th will be to verify that all committee members are on continuing contract and eligible to serve. Dr. Moore will see that this process is upheld.
	2. Lisa Hermann has indicated they will not be seeking initial granting so their name was removed from the HR list for IGCC.
	3. Sandra Oestrike has requested an extension for IGCC (Professor Oestrike will withdraw this year and apply again next year as the CNA states that professors 5-7 years maybe apply). This was verified with administration and with Professor Oestrike.
	4. George Kodsey was mistankly left by HR on the IGCC list, but we have confirmed his CC and removed him from the list and HR has updated this information and HR has removed him from our list and has properly updated his file.
5. Other Business
	1. Jessica Slisher requested a cohort event where anyone up for IGCC could ask questions and get help. Dr. Moore asked Roz if she would help with the event.
		1. Dr. Moore will host a Zoom event Wednesday, Septemeber 20th from 11:30 AM – 12:15 PM <https://fsw.zoom.us/j/82585708424>
6. Meeting Concluded