**Continuing Contract Review Committee**

**(Meeting Minutes)**

Meeting Date: 13 October 2023

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

1. Welcome and Updates – Dr. Shawn Moore
2. Updates on the Current CCRC Timeline – (see schedule: <https://gamma.app/public/Initial-Granting-of-Continuing-Contract-FEP-ePortfolio-Timeline-9h5su8auoe728pf>)
   1. The timeline was discussed, and the next steps were shared with the committee and included below (see: Next Steps in the IGCC Process)
3. Deans and Sub-Committee Members all have access and should be currently reviewing portfolios.
   1. All Deans were able to verify that the sub-committee members were all eligible to serve.
4. Sub-Committee Updates
   1. Thanks to Dr. Ortolano, we found some old videos of Russell explaining the full process. I spoke with Dr. McClinton about updating these and making newer videos for the process and so I’ll work with him on making those (ideas needed!)
      1. I did send out a video regarding the sub-committee structure, deadlines, and CNA specific information regarding the process including how to pick a sub-committee chair.
      2. Another short PD will be announced soon (volunteers welcome)
      3. We discussed working with Dr. Jester over the spring semester to suggest updates and changes to the process and to Canvas portfolios.
      4. Jennifer Summary noted that James already had information from previous years that should be discussed and shared during the next meeting.
5. Other Business
   1. November 17th will be the next big deadline. Sub-committees should have scheduled and met with the candidates. The PD and the next video will cover this process.
      1. This process has begun and so far there are no issues.
   2. Roz Jester asked us to discuss an issue with new faculty and their Canvas portfolios and possibilities for rethinking the structure of the Canvas portfolios to make the process easier for faculty and admins.
      1. I’ve been added to a temporary shell to look over the differences between our current Canvas portfolio setup and the more “stock” module setup Adjunct’s currently use. More discussion on this is needed.

Next Steps in the IGCC Process:

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| Third Friday in October | Deans/supervising administrators upload the letter of support or non-support to the respective faculty member’s portfolio. | Deans/Supervising Administrators | 10/20/23 |
| Third  Friday in November | Subcommittees must meet with the candidate for an interview, review credentials, document the interview, and submit a recommendation to the CCRC Chair. Subcommittee Recommendation Form is available in the Document Manager. | Subcommittees/Faculty | 11/17/23 |