**Minutes for Continuing Contract Review Committee (October 6, 2017)**

**Members:**

Russell Swanson (Chair)

Ray Lenius

Marti Jenner

Natala Orobello

Marty Ambrose

Marcela Trevino

Jaime Zlatkin (absent)

Tim Bishop (absent)

Rebecca Gubitti (absent)

At 11:00am, Russell Swanson opened the meeting; the members introduced themselves and elected Marty Ambrose to take minutes for the committee meetings.

Russell proposed a walk-through of CCRC’s process for the 2017-2018 academic year. The first item that the committee discussed was the portfolio plan in general and how the CCRC functions and fits into that plan. *Note*: The committee members felt having consistency of process, especially with placing documents in the online portfolio template, was very important. The committee then discussed and agreed upon their official role in the initial granting of continuing contract:

1. Review the subcommittees’ procedures (including interview and recommendation template);
2. Respond to any subcommittee queries;
3. Create an on-line discussion in Canvas for process questions, concerns and replies (Yost and Swanson);
4. Attend a January, 2018, prior to the 19th (tentatively 1/12/18) meeting with the Provost to review the subcommittee recommendations;
5. Create an on-line survey regarding the process for all parties participating in any fashion (Yost and Jenner); and,
6. Attend an end-of-year meeting (tentatively in April) to overview the process and make recommendations

We then reviewed the timeline:

October 13th—portfolios for initial granting of continuing contract are uploaded to the Canvas page; subcommittees are formalized;

November 17th — deadline for subcommittees to conduct their interview and forward recommendation to CCRC Chair, Russell;

January 19th— deadline for CCRC to meet with the Provost;

April, 2018—CCRC conducts a survey of the process (Marti Jenner proposed a Qualtrics survey, which the committee approved, and she would oversee).

The committee felt it was very important to have peer review of the portfolio process.

The last item that the CCRC members discussed was creating an Open Forum Canvas for all faculty to post portfolio questions; Russell said he would investigate the possibility.

Meeting adjourned.

Respectfully submitted by Marty Ambrose