In Attendance

Jia Lu (chair), David Rethwisch, Ed Dove, Keri Hornbuckle (ex officio)

Action items

1. The members in attendance completed the proposed staffing of the following standing committees:
   - Curriculum Committee
   - Information Technology Committee
   - Promotion and Tenure Committee
   - Teaching Committee

   Dr. Lu will contact the proposed new members of each of the committees.

2. The members discussed the Fixed-term Faculty Appointments policy document that was recently added to the Operations Manual. The members discussed methods for proposing revisions of Lecture definitions and procedures, and possible guidelines for recruitment and retention of these fixed-term faculty members. The guidelines must be in compliance with University policies, and ultimately must be approved by the Office of the Provost, and by a vote of the entire College faculty. Dr. Lu charged Dr. Hornbuckle to (1) review the “Criteria and Procedures for Faculty Appointments, Evaluations, and Promotions” document, and to determine which parts must be changed in order to include procedures for Lectures, and (2) to make suggestions and propose edits consistent with instructions from the Provost’s office.

3. The following liaison assignments were made:
   a. Professor Dasgupta assigned to the Curriculum Committee
   b. Professor Rethwisch assigned to the Information Technology Committee
   c. Professor Dove assigned to the Teaching Committee
   d. Professor Lu assigned to the Promotion and Tenure Committee

The meeting was adjourned at 2:00, and no one objected.

Submitted by Ed Dove