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|---------------|-----------|------------------------|---------------|
| <b>Date:</b>  | 11/1/2019 | <b>Facilitator(s):</b> | Sarah         |
| <b>Time:</b>  | 8-9 am    | <b>Notes:</b>          | Austin Rieger |
| <b>Place:</b> | MET 208   | <b>Agenda Maker:</b>   | Sarah         |

|                   |                 |                      |                |  |
|-------------------|-----------------|----------------------|----------------|--|
| <b>Attendees:</b> | Sarah Fuller    | Jane Denison-Furness | <b>Guests:</b> |  |
|                   | Amy Howell      | Amy Harper           | Sara Henson    |  |
|                   | Mike Artus      | Betsy Julian         | Marcus Legrand |  |
|                   | Paula Simone    | Wayne Yeatman        |                |  |
|                   | Christina Cappy |                      |                |  |

Notes:

1. Call to order, introductions
2. Review of previous meeting notes: all good
3. Edits to proposal form
  - a. Added line for what group is submitting the change.
  - b. Wording change in 3<sup>rd</sup> box under "Action Item".
  - c. Form should be added to intranet website.
  - d. Discussed possibility of adding box that indicates "time sensitive".
4. Update to GP Manual Part-Time Step Increases
  - a. G-31-1.4 and G-34-3.3 will be taken to College Affairs to propose change to GP manual. No change in what we do, just clarifies language so everybody knows what we are doing. Different departments had interpreted language differently. Clarifications include definition of "qualifying quarters".
  - b. With endorsement from Faculty Senate, changes will be taken to College Affairs for approval.
  - c. Paula motioned to move forward with this proposal to College Affairs. Wayne seconded. Motion passed unanimously.
5. Info
  - a. Betsy: This group should take ownership of stuff related to evaluation process, including forms. They will then go to Chairmoot, as they deal with it day-to-day.
  - b. Betsy: As a result of the new CBA for faculty, adjunct salary schedule moved up to increase the bottom of the scale. Those who moved up a step stayed on the same number, though their pay was increased. Those not eligible for a step increase went down a number, but did not see a pay decrease.
  - c. Amy Harper: Is on College Affairs. Will be easy to represent Faculty Senate there.
  - d. Betsy: Webpage for GP manual has a box with approved updates for the next version. Updates will not be reflected in the manual until September 2020.
  - e. Sarah: will continue sending agenda to Senators 3 days in advance.
6. 1<sup>st</sup> reading: PIP template modifications submitted by Jason Lamb
  - a. Recommend that PIRT review other PIP forms to keep formatting consistency.
  - b. Recommend an area in the form for feedback returned to the faculty member.

- c. Betsy: this group might want to discuss whole PIP process in more detail.
    - i. PIRT doesn't see final reports so they don't know if people actually did the work.
    - ii. Some use all their money on goal one and need to request more for the next goals.
    - iii. Group agreed that we should review.
  - d. How will this align with adjunct PIP?
  - e. Betsy: before next meeting, send the PIP changes proposal to your constituents and ask for comments. We need to give adequate time for input before reacting.
7. Info: group discussed how we will function and what types of things we will discuss at these meetings. Unsure which things are relevant to Faculty Senate.