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# MEETING MINUTES AUG. 25, 2023

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10-11:30 a.m. via Zoom

**Meeting called to order:** 10 a.m.

**In attendance:** Lenaya Andersen, Tom Cardoza, Kurt Ehlers, Andy Hughes, Rob Lively, Linda McGillicuddy, Jim New, Jeff Olsen, Kofi Poku, Cecilia Vigil, Chris Westin, Karen Wikander (Chair)

**Guests:** Amber Anaya, Cheryl Cardoza, Lars Jensen

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## Approve Minutes from May 12, 2023

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Andy Hughes moved and Cecilia Vigil seconded to approve the May 12, 2023 Professional Standards Committee Meeting Minutes. The committee approved the minutes with 7 ayes and 3 abstentions recorded.

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## Approval of Special Hearing Committee Pool

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Linda McGillicuddy moved and Tom Cardoza seconded to approve the Special Hearing Committee Pool. The motion passed with 9 ayes recorded.

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## Review of the Annual Plan Evaluation Form

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The committee began discussing the changes that needed to be made to the Annual Plan/Self-Evaluation Form. One discussion that was tabled for a future meeting was looking at software options that streamline annual plans. Karen said she would do some research and report back.

Conversation moved forward with evaluating each component of the Annual Plan/Self-Evaluation Form that needed revision. The group decided that voting on each piece separately would make for an easier process.

### Votes on Annual Plan Evaluation Form Changes

- Remove Annual Plan Revision Date box: Jim motioned and Linda seconded. Votes: 10 ayes; 1 abstention
- Change Annual Plan faculty plan text box wording to: OPTIONAL — Faculty Member's Comments; Instructions: Faculty: you may use this area to expand (etc.): Tom motioned and (?) seconded. Votes 11 aye; 1 abstention
- Eliminate Chair and Dean comment boxes: Jim motioned and Linda seconded. Votes: 10 ayes; 1 abstention
- Eliminate Additional Comments section: Linda motioned and Jim seconded. Votes: 11 ayes; 1 abstention
- Eliminate Employee Evaluation Signature Box: Tom motioned and Linda seconded. Votes: 10 ayes; 1 abstention

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## Prioritize issues for the coming year

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The committee was running out of time, so we moved on to priorities for the year. We will be discussing the Board of Regents code on promotion and whether a promotion committee is applicable. The implementation of the mid-tenure review for tenure-track faculty was also added to the list. Karen Wikander noted that she would be meeting with the VPAA that day to discuss the Annual Plan/Self-Evaluation Form and any additional charges from the Faculty Senate Chair.

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## New Business

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Items noted for the next meeting: promotion committee, evaluation form, student evaluations.

**Next Meeting:** September 22, 10-11:30 a.m. via Zoom

**Meeting Adjourned:** 11:35 a.m.