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# MEETING MINUTES FOR NOV. 17, 2017

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**Meeting called to order:** 10:04 a.m.

**In attendance:** Sameer Bhattarai, Dave Boden, Arnold Brock, Amy Cavanaugh (chair), Wade Hampton, Warren Hejny, Scott Huber, Andy Hughes, Linda McGillicuddy, Melanie Purdy, Trenton Schoppe, Kyle Simmons, Jim Winston, Cheryl Woehr

**Absent:** Laura Briggs

**Guests:** Amber Anaya, Ron Marston

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## Approval of the Agenda

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Chair Amy Cavanaugh asked to remove agenda item 4 from today's agenda and hold until January. The committee agreed.

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## Approval of the October 20, 2017 Minutes

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Amy Cavanaugh called for a motion to approve the October 20, 2017 minutes. The motion was made, seconded and passed unanimously with one abstention.

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## Academic Calendar

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Per the agreement of the committee this agenda item will be discussed at the January 2018 Professional Standards Committee meeting.

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## Tenure Guidelines/Deadlines

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Amy Cavanaugh asked for volunteers to form a subcommittee to review the edits Mike Holmes has made in the tenure guidelines and deadlines. Melanie Purdy and Sameer Bhattarai have volunteered. Amy volunteered as well and will send the input from Mike Holmes to the new subcommittee members for review and input.

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## FERPA Training

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Amy Cavanaugh introduced Andy Hughes, Director of Admissions and Records to review the FERPA training demo and trainings used by peer or larger colleges. Warren Hejny noted the similarities of FERPA and HIPAA, used in the medical field to maintain patient record privacy. Warren suggested since it is such a large topic it is best to get a good overview for day-to-day usage. Andy showed a PowerPoint presentation that Purdue University uses, a YouTube video, and Maricopa Community College's FERPA Policy Statement. AACRAO's demonstration was also shown and discussed. Their FERPA training could be posted on Canvas. Kyle Simmons noted that the training asked questions throughout the presentation. Amy Cavanaugh said the quizzes were worded well and you cannot skip ahead in the training. She also noted the training did not address the viewer as a faculty member and was not personalized to the faculty. Warren Hejny stated HIPAA training is done annually. Andy Hughes noted with the AACRAO training, it forces the user to listen and you cannot "game" the system. Linda McGillicuddy observed on multi-choice questions you cannot return to see why you missed a question. The general consensus was the committee likes the idea of an overview that includes bullet points with a training done every two years. Some of the committee members also would like to receive an assessment for further learning. Amy Cavanaugh asked for committee members to send examples of common FERPA violations and recommended flash drives be encrypted. Amy will compile replies and send to the committee for review. Andy volunteered to compile a Google Doc with best practices.

## Annual Evaluation Plan Revisions

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Ron Marston, Chair of the Salary, Benefits and Budgetary Concerns Committee updated the group on revisions made. The discussion mainly circled around frequency of tasks and whether or not to limit how many times you could count a particular activity versus creating diversity and professional development in trying new activities. Ron stated we could address multiple instances of activities being used or make that activity a higher value. It was agreed that a grievance policy needs to be in place as the deans will have more say in the completion of each faculty member's plan. There was noted concern for the possibility of issue with the dean and faculty member disagreeing. Ron reminded the committee there is over 40 activities to choose from and many ways to create a workable evaluation plan. This will not go to the senate floor without the majority of faculty consensus. Ron also provided an update on the Rank Advancement Taskforce (RAT). RAT is continuing to evolve ideas for an implementation plan. It was also noted the librarians and counselors have an evaluation plan that will need to be updated. Amy Cavanaugh likes the activity values and multipliers. She felt the performance values had the possibility of disfavoring women faculty members due to imposter syndrome. Linda McGillicuddy pointed out that likely the deans will sign off due to number of employees they oversee and the potential consequences of a grievance process. Dave Boden noted that most faculty will easily achieve an Excellent 2 rating.

## Professional Behavior Standards

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The committee was asked to review the professional behavior standards. Amy asked the group to review for examples. It was requested by a committee member to have administration provide a discussion to answer why the committee was asked to review this document.

## Other

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**Adjourn:** 11:38 a.m.