



MEETING MINUTES APR. 24, 2020

10-11:30 a.m. via BlueJeans Conferencing

Meeting called to order: 10:00 a.m.

In attendance: Sameer Bhattarai, Eddie Burke, Wes Evans, Wade Hampton, Warren Hejny, Scott Huber, Andy Hughes, Logan Lorentzen, Casey Machen, Linda McGillicuddy, Haley Orthel-Clark, Kofi Poku, Melanie Purdy (Chair), Cecilia Vigil, Cheryl Woehr, Dolores Wonder

Absent: Dave Boden, Robert Kirchman, Rori Wilkis

Guests: Amber Anaya, Jody Covert, Mike Holmes

Approve Minutes from February 28, 2020

Approval of February 28, 2020 Minutes: *Wes Evans and Cecilia Vigil motioned and seconded respectively. The minutes were approved unanimously.*

Guide to Preparing the Tenure Binder

Chair Purdy reviewed the document and the several comments and strikethroughs that were received. The definition of Raw Data and what it should contain was discussed. Chair Purdy will clarify with the VPAA if needed in the guide. An electronic binder was suggested; however, the committee did not express an interest in the creation of an electronic binder. In the Teaching and Assigned Duties section, the directive to "Demonstrate how you have been able to carry out your duties." Chair Purdy will confirm with the VPAA the necessity as most applicants provide a list. In the Service section it was suggested to align with NSHE's requirement of satisfactory. An option of NA was suggested for items which do not apply to the applicant versus leaving a blank field. Chair Purdy noted under Advising Students it was clarified for instructors who advise about career paths as well as course work. In Membership and Participation, Melanie noted the instruction was added to present the information in a bulleted list. Other issues were to specify exactly what is needed for student evaluations as the reports often span several pages. Chair Purdy will add input from today for the next semester for the committee to continue to work through. Chair Purdy also invited everyone to give feedback and ideas.

Instructional Faculty Annual Plan Form

Chair Purdy reviewed the form and suggestions received from Scott Huber. She invited everyone to provide input.

New Business

None

Old Business

There has been no update on creating an automated annual evaluation form.

Meeting Adjourned: 10:47 a.m.

Next Meeting: Fall 2020