**Meeting:** April 27, 2021, 12:00-1:30 pm via Zoom  
**Facilitator:** Terri Ares  
**In Attendance:** Katie Johnson, Cheryl Koos, Alexis McCurn, George Vinovich, Jessica Federman, Susan Porter, Molly Lancaster

<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion/Conclusions</th>
<th>Follow-Up</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agenda, Minutes, Announcements</strong></td>
<td>Agenda to continue with items from previous meeting.</td>
<td></td>
</tr>
<tr>
<td><strong>OLD BUSINESS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Update on Resolutions</strong></td>
<td><strong>FPC 21-11 Amendment of Policy for RTP</strong> - Continued discussion of comments from 3.1 and later. Made edits as well as comment responses in red font.</td>
<td><strong>Terri</strong> to present for 2nd reading on 4/28 with back up from Cheryl.</td>
</tr>
</tbody>
</table>
|                              | Resolutions on the Senate Calendar  
April 28 - RTP Policy Revision (2nd reading) + Sabbatical Policy (2nd reading)  
May 12 - none                  |                                  |
| **Chairs’ Evaluation** | Evaluation group (Molly, Cheryl) provided draft of policy language and sample survey tool. Terri presented feedback obtained 4/23 from Univ Council of Chairs: concerned about use of department committee of tenured faculty, want raw results to go directly to the Dean, want all faculty and staff to participate. Committee also expressed concern with department review committee - Dean’s Office and initiate and receive input, Assoc Dean can be involved. Will need to include into policy: who participates in evaluation, how survey is handled (confidential vs anonymous) | **Cheryl** to check with AVPs of Faculty Affairs across the CSUs to ask about what other campuses are doing. **Terri** to update draft policy with the following for distribution to Senate Exec and the Provost. ▪ Chair review and comments with note that section is very rough draft ▪ Assigned time guidelines from the Working Group on Chair Appointments recommendations, Spring 2020. |
| **Letters of Service** | Letters of services will be drafted in early June. Alexis & Molly have requested letters. Cheryl emphasizes anyone that will pursue a promotion should have a letter to document this service. | All committee members in need of a letter please contact Terri by the 1st week of June. |
| **Next Meeting** | Thursday, April 27th 12:00 - 1:30pm (special meeting in lieu of May 12th), Final Meeting | |

**Membership Terms**

- Terri Ares (FPC Chair) 2020-2021
- Vacant (CHHSN) Sp2021-2022
- George Vinovich (CAH) 2020-2021
- Susan Porter (COE) 2020-2022
- Jessica Federman (CBAPP) Sp 2021
- Joanna Kimmitt (Library) 2020-2022
- Alexis McCurn (NBS) 2019-2021
- Chris Webb, (Coaching) 2019-2021
- Molly Lancaster (NTTF) 2020-2022

- Open Seat (CEIE) 2020-2022
- Katie Johnson (Counseling) 2020-2021
- Ex-Officio: Cheryl Koos, FAD
- Ex-Officio: Iyad Afalqa CFA