**Minutes for Continuing Contract Review Committee (January 12, 2018)**

**Members:**

Russell Swanson (Chair)

Ray Lenius (absent)

Marti Jenner

Natala Orobello

Marty Ambrose

Marcela Trevino

Jaime Zlatkin (absent)

Tim Bishop

Rebecca Gubitti (absent)

Peggy Romeo (guest)

Melissa Rizzuto (guest)

Rebecca Yost (guest)

At 11:00am, Russell Swanson opened the meeting and asked the CCRC members to reflect on the Initial Granting of CC process for 2017-2018. Members felt the process had gone smoothly, but there were some procedural concerns, including the following items:

-What should be done with the subcommittee paperwork? After some discussion, Russell agreed to take this item to Dr. DeLuca for her suggestions.

-Should we have a copy of the Faculty Evaluation List (with faculty status color-coded) coming from H.R. and placed on the Document Manager? The committee agreed that this would be helpful.

-The TLC representatives (Melissa and Rebecca) asked about having a Canvas template for the faculty portfolio. The committee discussed whether to limit annual faculty to Canvas, but the group agreed that faculty should have some creative choice in deciding how to create an online portfolio.

Committee members again expressed a desire to have consistency of process, especially with placing documents in the online portfolio template, updating the FEP Faculty Handbook, coordinating with the faculty union, and working with the Provost’s Office.

Peggy and Marty said they were working on updating the FEP Handbook and would have a draft by the February meeting.

The committee members asked that the CCRC Chair become a Standing Committee Chair; Peggy said she would ask Dr. DeLuca and the faculty union would create an MOU to adjust that section of the CNA. The committee agreed unanimously with the caveat that Russell Swanson would finish out an additional two years when his ad hoc status moved to Standing Chair; the MOU would reflect the committee’s suggestion.

Marcella asked that the portfolio guidelines be accessible to all faculty through a Canvas page; the committee agreed unanimously. Russell said he would check into the possibility of the Open Forum Canvas page.

Meeting adjourned.

Respectfully submitted by Marty Ambrose