**Continuing Contract Review Committee**

10-11 AM, Friday, February 1, 2019 in AA-177

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| Russell Swanson | ***Present*** |
| Heather O’Connell | ***Present*** |
| Harold Van Boven | ***excused*** |
| Mark Cevallos | ***Present*** |
| Marti Jenner | ***Present*** |

# Meeting convened at 10 AM, November minutes approved, and attendance taken

* + - 1. Via email Dr. Rizzuto advised us that Portfolium demonstrations went very well.
         1. She will make a budgetary request next month.
         2. The CCRC members are unanimous in their support of Portfolium.

1. CCRC business:
   1. CCRC guidelines are reviewed and approved in their January 2019 revised form.
   2. FEHP Appendix 1 is reviewed and approved.
      1. It was noted that if Portfolium is implemented as the platform for evaluation, then each of six different groups can have customized reminders for their respective responsibilities: administrators (including subcommittee members and Chairs); CC faculty up for review; CC faculty not up; Annual Faculty up for IG; Annual Faculty not up for IG.
   3. One concern of the CCRC is the process by which faculty eligible for IG application are to be notified during the early Spring of their fourth consecutive year of meets or exceeds expectations evaluations. Should HR provide a list? Should Deans/Supervisors maintain a file of their own in a file related to their faculty that can be passed along to a successor when relevant? Should this be discussed in the March conferences of relevant Annual faculty (see timeline in FEHP, pages 18 and 23)
   4. **Document Review Notes:**
      1. **10.2.1** Remove “After completion of the portfolio evaluation”
         1. The process is not outlined in **9.4** as it implies here. Send them to the FEHP?
      2. **10.2.2 B** “five years” should be “four years” since IG portfolios are due in the fall of the fifth year.
      3. **10.2.2 B and 10.2.4 B iii** “proficient or better” should be “meets or exceeds expectations” to correspond to Forms #1 and #2 evaluation criteria language
      4. **10.2.2 E and 10.2.4 A** Fix name of CCRC (also in **10.2.5**) and clarify that it has no role in recommending (10.2.2) or in evaluation (10.2.4)
      5. **10.2.6** “Initial Granting of CC” subcommittees
   5. **Action Item**: all members to continue reviewing important CCRC docs

Meeting concluded at 11AM

Next meeting scheduled for April 5th, 2019.