**Continuing Contract Review Committee**

10-11 AM, Friday, October 2, 2020 via Zoom

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| Russell Swanson | ***Present*** |
| Heather O’Connell | ***Present*** |
| Jennifer Summary | ***Present*** |
| Jimmy Chan | ***Present*** |
| Marti Jenner | ***Present*** |
| Leo Mera | ***Present*** |
| Susan Torres | ***Present*** |

# Meeting convened at 10:00 AM

* 1. 3 New members welcomed: Chan, Summary, and Torres
     1. New members encouraged to study up on all relevant CCRC documents on the Doc Manager, focusing on Section 6 of the FEP, the Timeline, Subcommittee Recommendation Form (looked at in the meeting), Articles 10 and 9 of the CNA.
     2. The Chair will update CCRC membership list File on Doc Manager.
  2. Guests Kelly Westfield and Katie O’Connor entered meeting to update us on the “soft rollout” of Portfolium this year (Portfolium can be used via “full pathway” or as a “dropbox” for ePortfolio on another platform.
     1. All 7 expected IG faculty have submitted; 2 extensions due by the end of the day
     2. Supervising Administrators all given access for 7 present submissions; Dr. Voepel in Nursing will be given access when final 2 are submitted
  3. Current status of CCRC work discussed:
     1. all IG Subcommittees are already successfully formed. Many faculty have experience serving at this point, although Portfolium is an important new variable.
     2. Supervisors have until the second Friday in Oct. to send letter of support/non-support to IG Faculty (Dean Voepel will be given an extra week due to faculty extension)
     3. IG faculty upload letters to their ePortfolio by the third Friday in October.
     4. Supplemental instructions for IG Subcommittees will be generated and distributed to CCRC members serving as Points of Contact (PoCs). PoCs will distribute Supp. Instructions to their respective Subcommittee members (copying their IG faculty).
        1. IG Subcommittee members will be granted access to Portolium after receiving Supp. Instruct.
        2. New CCRC members assigned as PoCs; see list below.
           1. See Subcommittee membership lists below that.
        3. Notes for Supplemental Instruction are at the bottom.
     5. IG Subcom.s have until November 20, 2020 to complete both review and interview.
        1. Their completed forms are to be sent to the CCRC Chair upon completion.

Meeting concluded at 10:55 AM

Next meeting tentatively scheduled for first Friday in February, 2021, 10-11, via Zoom

Updated CCRC PoC list:

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| --- | --- | --- | --- | --- |
| Churchill | Tina | Professor, Mathematics |  | Jimmy |
| Fay | Erik | Professor, Biological Sciences |  | Leo |
| Porter | Emily | Professor, Environmental Scie |  | Leo |
|  |  |  |  |  |
| Steiner | Shawn | Professor, Nursing |  | Susan |
| Roy | Kelly | Professor, Education |  | Marti |
| Carty | Carrie | Professor, Nursing |  | Marti |
|  |  |  |  |  |
| Madak | Lauren | Professor, History |  | Heather |
| Patterson | Jennifer | Professor, Management |  | Heather |
| Peterson | Dani | Professor, French |  | Jennifer |

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| **Lauren Madak** |  | **Carrie Carty:** | **Shawn Steiner:** |
| Sara Dustin |  | Debra Weeks (Chair) | Martha Jenner (Chair) |
| Sabine Maetzke |  | Nora Stadelman | Hope Goodwin |
| Bruno Baltodano |  | June Davis | Susan Torres |
|  |  |  |  |
| **Erik Fay** |  | **Emily Porter** | **Tina Churchill** |
| Teju Vala |  | Marcela Trevino | Dr. Elizabeth Schott |
| Jon McKenzie |  | Vera Verga | Dr. Rebecca Gubitti |
| Jay Koepke |  | Tina Ottman | Professor Christine Smith |
|  |  |  |  |
| **Jennifer Patterson** |  | **Kelly Roy** | **Dani Peterson** |
| [Alisa Callahan](mailto:Alisa.Callahan@fsw.edu) |  | Dr. Joyce Rollins | Dr. Katie Paschall |
| [William Van Glabek](mailto:William.VanGlabek@fsw.edu) |  | Anne Angstrom | Fernando Mayoral |
| Timothy Lucas |  | Caroline Seefchak | Dr. Ann Eastman |

**Notes for Supplemental Instruction to IG Subcommittees:**

1. While many IG Subcommittee members may have experience serving by this year, the CCRC is committed to supporting their work. IG Subcommittee members should be directed to Section 6 of the FEP, the Timeline, and the Subcommittee Recommendation Form.
2. Furthermore, this year’s “soft rollout” of the new ePortfolio submission platform, Portfolium, presents challenges for even experienced IG Subcommittee members.
   1. Upon receiving access to the IG Faculty’s Portfolium page, Subcommittee members will log into their own Portfolium pages (access created by Marketing and Technical Coordinator, Kelly Westfield).
   2. Members must use the “Apps” toggle option in the upper right-hand corner to go to “Educator Tools.” This way they will be able to leave their own Portfolium faculty site and gain access to their IG faculty’s site for review purposes.
   3. IG Subcommittee members then click on “Pathways” and “Score.” However, note that IG Subcommittee members review is not actually grading and at no time should they hit “submit score” for anything they look at. That is done only by the Supervising Administrator.
      1. To this point, note that IG Subcommittee members will be given access as soon as possible. This means that they may look at the ePortfolio prior to the Supervising Administrator has even begun noting what is complete and submitting scores.
      2. It should be further noted that will also mean that the Supervisor’s Letter of Support or Non-support may not be uploaded yet (if IG Subcommittee members review is happening prior to the third Friday in October). If that is the case, members will have to go back in to the ePortfolio after that date to complete review.
   4. IG Subcommittee members should also note that there may be elements of the ePortfolio that are missing due to the different practices of different Supervising Administrators over the years relevant to the evaluation period. This may be noted by IG Subcommittee members and discussed with IG faculty at the follow-up interview, if there is any concern about any missing elements.
   5. Subcommittees must complete their review and follow-up interview with the IG faculty by the third Friday in November.
   6. Subcommittee Chairs are responsible for:
      1. setting up the interview at a time that all parties may be present,
      2. filling out the Subcommittee Recommendation Form, and
      3. submitting the Form to the CCRC Chair within a week following the interview.
   7. Portfolium trainings and Q & A sessions are available (see the TLC training calendar) to further support the work of the IG Subcommittee members. Professor Katie O’Connor, Communications, and the TLC’s Kelly Westfield are both available via email to add to that support. The next available Portfolium Q & A session is 10/8 at 10:30 AM.