**Continuing Contract Review Committee**

**(Agenda)**

Meeting Date: 13 October 2023

Zoom ID: https://fsw.zoom.us/j/81942832790

1. Welcome and Updates – Dr. Shawn Moore
2. Updates on the Current CCRC Timeline – (see schedule: <https://gamma.app/public/Initial-Granting-of-Continuing-Contract-FEP-ePortfolio-Timeline-9h5su8auoe728pf>)
3. Deans and Sub-Committee Members all have access and should be currently reviewing portfolios.
4. Sub-Committee Updates
   1. Thanks to Dr. Ortolano, we found some old videos of Russell explaining the full process. I spoke with Dr. McClinton about updating these and making newer videos for the process and so I’ll work with him on making those (ideas needed!)
      1. I did send out a video regarding the sub-committee structure, deadlines, and CNA specific information regarding the process including how to pick a sub-committee chair.
      2. Another short PD will be announced soon (volunteers welcome)
5. Other Business
   1. November 17th will be the next big deadline. Sub-committees should have scheduled and met with the candidates. The PD and the next video will cover this process.
   2. Roz Jester asked us to discuss an issue with new faculty and their Canvas portfolios and possibilities for rethinking the structure of the Canvas portfolios to make the process easier for faculty and admins.

Next Steps in the IGCC Process:

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| Third Friday in October | Deans/supervising administrators upload the letter of support or non-support to the respective faculty member’s portfolio. | Deans/Supervising Administrators | 10/20/23 |
| Third  Friday in November | Subcommittees must meet with the candidate for an interview, review credentials, document the interview, and submit a recommendation to the CCRC Chair. Subcommittee Recommendation Form is available in the Document Manager. | Subcommittees/Faculty | 11/17/23 |