

Attendees: Stephen Thompson, Eva Monsma, Diane Monrad, Susan Bon, Tammie, Dickenson, Meir Muller, Christine Lotter, and Erik Drasgow.

1. Dr. Dickerson supplied data from survey responses. Discussion was had on the top three items (see list below).
 - a. Support COE Research Grants Program A – The committee felt that the COE Research Grant initiative is valuable and that the research statement is aligned with the College’s current strategic plan.
 - i. In the future the committee will discuss:
 1. Improvements to the system such as an official reporting system or a forum where the research is presented.
 2. Revise rubric and guidelines, as necessary.
 3. Continue to align the initiative with the updated strategic plan.
 - b. New Faculty Handbook
 - i. As each department’s procedures and policies vary it is difficult to create one comprehensive handbook.
 - ii. A handbook can include:
 1. A collection of APR guidelines.
 2. Human resource type of information.
 3. The suggestion was made to seek input from faculty who are in their first three years.
 4. Look at models from other universities or colleges.
 - a. Dr. Bon will start work on this handbook in the spring but will bring sample documents to the December meeting.
 - b. After a draft or framework is completed it will be brought to the Executive Council.
 - c. Clear policies and procedures related to website will be brought to the Executive Council to gain clarity.
 - d. Survey data will be shared with faculty.
 2. Discussion will be had on each grant and feedback sent to the dean/proposers.
 - a. The suggestion was made to send a letter to the dean offering that the committee will send out a letter to recipients of grants and awards.
 - b. Proposal A – Decision, revise and resubmit within two weeks.
 - c. Proposal B1 – Recommended for funding with a request for final budget.
 - d. Proposal B2 – Decision, revise and resubmit.
 - i. In future the committee will address the policy regarding whether an applicant who has a current grant can apply for a second grant.
 3. The committee will look into the equity of adjunct pay across the college. This issue will be brought to Executive Council.
 4. The adjunct faculty award nomination was discussed and approved by the CFWC. It will be brought to Executive Council next.