**Committee Name: FAPC**

**Meeting Date & Time: March 30, 2018, 1400 - 1500**

**Meeting Location: A & S 116**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** |
| P | David Johnson (Chair) | R | Krystal Canady |
| R | Ashley Taylor (Vice Chair) | R | Ji Seun Sohn |
| P | Sarah Handwerker (Secretary)  | R | Huaiyu Wang |
| P | Hedwig Fraunhofer | P | Kell Carpenter |
| R | Joanna Schwartz | P | Carrie Cook  |
| P | Tom Toney | P | Robert Blumenthal  |
| P | Linda Golson Bradley |  |  |
| Guests |
|  | *Italicized text denotes information from a previous meeting.* |  |   |
|  | \*Denotes new discussion on old business. |  |  |

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|  Agenda Topic (Committees should feel free to customize this template to make it as functional for them as possible. Other categories of topics might include Reports, Information Items, Unfinished Business, etc.) | Discussions & Conclusions  | Action or Recommendations | Follow-Up{including dates/responsible person, status (pending, ongoing, completed)} |
| **I. Call to order** |  | Committee called to order at 1400.  |  |
| **II. Approval of Agenda** | Agenda presented to committee members by David Johnson.  | Motion to approve agenda by Kell Carpenter. Second from Tom Toney. All committee members present voted to approve agenda.  |  |
| **III. Approval of Minutes** | February 2, 2018 minutes sent to committee members prior to meeting by David Johnson.  | Motion to approve February minutes by Robert Blumenthal. Second from Kell Carpenter. All committee members present voted to approve minutes.  |  |
| **IV. Old Business/Review of****Actions/Recommendations** |  |  |  |
| **1. Professor Emeritus Form** | The “Emeritus Faculty Recommendation” form was reviewed by the committee for congruence with the newly updated and approved Professor Emeritus Policy. All committee members agreed that this form would be appropriate to use and in congruence with the updated policy.  | Committee members agreed that the “Emeritus Faculty Recommendation” form is appropriate with no changes needed. Committee members agreed that this form should be available in Unify.  | David Johnson will suggest that the “Emeritus Faculty Recommendation” form be available to faculty and administration after logging into unify.  |
| **V. New Business** |  |  |  |
| **1. Committee Annual Report**  | The Committee Annual Report was discussed. David Johnson requested reflections and recommendations. Committee members reflected on FAPC progress and accomplishments from this academic year. Committee members present came to consensus on recommendations for next year. Recommendations for the 2018-2019 FAPC committee include: 1) evaluate if SRIS student response rates were improved after implementation of the shorter form, and 2) encourage department chairs to ask new faculty members to try out the new peer evaluation option offered by the Center for Teaching and Learning.  | Committee members agreed on recommendations for next year’s committee. David Johnson will include these recommendations in the Committee Annual Report.  | David Johnson will draft the Committee Annual Report and send to all committee members for review. Once approved by committee members via email, he will submit to University Senate.  |
| VI. Next Meeting | This was the final FAPC meeting for this academic year.  | N/A | N/A |
| VII. Adjournment | Meeting adjourned at 1500 | Tom Toney motioned for adjournment and Linda Bradley seconded. All committee members agreed. |  |

**Distribution (as determined in committee operating procedure – one possibility given):**

First: To Committee Membership for Review

Second: Posted to the Minutes Website

**Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Committee Chairperson (Including this Approval by chair at committee discretion)

**Guidance**

**Committee Name:**

**Committee Officers:**

**Academic Year:**

**Aggregate Member Attendance at Committee Meetings for the Academic Year:**

**“P” denotes Present, “A” denotes Absent, “R” denotes Regrets**

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| Meeting Dates | Date 1 | Date2 | Date3 |  |  |  |  |  |  |
| Member Name 1 |  |  |  |  |  |  |  |  |  |
| Member Name 2 |  |  |  |  |  |  |  |  |  |
| Member Name 3 |  |  |  |  |  |  |  |  |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)