

Minutes

Faculty Handbook Committee Regular Meeting

Date: 1/11/17 12-1PM

Location: V104

- I. Call to order:
Call to order at 12:00. Present: Shelley Gaskin, Kathryn McGuire, Shelagh Rose, Cristina Salazar.

- II. Public Comment:
No public comments

- III. Review of the Suggested Organizational Structure for the Handbook Revision

Several changes were suggested. Kathryn will update based on notes. Shelagh will create a DropBox to keep revisions/suggestions.

- IV. Update on Input from Contributing Areas

Shelagh emailed Ketmani from Special Services and has been in communication with Rich Beyer and Patty who are sending info about Psych Services and VRC. She has also heard from Rebecca Cobb, who will provide information by the end of winter. Shelagh will reach out to the OIE for student data and to Steve Matchan for Emergency Procedures

- V. Assignment of Tasks

- - Shelley: content for Intro to PCC section
 - Kathryn: content for New Faculty Survival Guide section and organizational revisions
 - Shelagh: contact research office and police, follow up with Special Services for content for Student Support Services section, invite Alex Boeklehide, create Outlook invite
 - Cristina: content for Teaching and Learning at PCC: Best Practices
- i. Final draft is ready by the following meeting on Oct 17th

- VI. Adjourn

Meeting adjourned at 12:05. Next meeting is scheduled on January 18th, 2017