

Faculty Handbook Committee Minutes
Monday, September 18, 2017 2:00-3:00 PM
C227

A. CALL TO ORDER

Meeting was called to order at 2:02 PM

Members in attendance: Shelagh Rose, Kathryn McGuire, Shelley Gaskin

Absent: Cristina Salazar-Romo, Kirsten Ogden

B. INTRODUCTIONS

C. APPROVAL OF MINUTES

Minutes for 1-25-17 meeting were approved without revision

D. PUBLIC COMMENT

No Public Comment

E. OLD BUSINESS (with possible actions to follow each item)

1. Update on content creation for Guide

Kathryn has submitted a draft of the New Faculty Survival Guide and Purpose of the guide to handbook.

Shelley will submit her draft of the history and background of the college.

Shelagh has uploaded a welcome from the President and language from DSPS and several other student services areas.

Everyone agreed to follow the guidelines of the Web Style Guide and provide input.

Shelagh will set up a meeting with Armando Duran, Ketmani Kouanchao and Rebecca Cobb and reach out to Human Resources for input on each of their sections.

F. NEW BUSINESS (with possible actions to follow each item)

1. Update committee charge to reflect frequency of guide updates

Everyone unanimously agreed that the guide should be updated on an annual basis and that the updates should be complete prior to the end of the spring semester to be ready for the New Faculty Orientation in summer.

G. ANNOUNCEMENTS

No announcements.

H . ADJOURN

The meeting was adjourned at 2:54 PM