

Faculty Handbook Committee Minutes

Monday, October 2nd, 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, Cristina Salazar-Romo, Kirsten Ogden

B. INTRODUCTIONS

C. APPROVAL OF MINUTES

Minutes for 9-18-17 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 further revised a draft of the New Faculty Survival Guide and Purpose of the guide to handbook. Shelley has submitted her draft of the history and background of the college. Shelagh is continuing to work on updating the Student Services Section. Cristina has completed several sections of the Teaching and Learning Section, including the syllabus best practices. Kirsten will edit and provide feedback on all sections.

F. NEW BUSINESS (with possible actions to follow each item) 1. Shelagh presented the work in progress and the committee was changed to operational so that the work can continue on an annual basis

G. ANNOUNCEMENTS

No announcements

H . ADJOURN