

Faculty Handbook Committee

November 15, 2024 | 2:30p-3:30

Maucker Plaza Conference Room

Committee Members:

- **Faculty:**
 - Fernando Calderón, Melissa Dobosh, Robert Earle, Kenneth Elgersma, Becky Hawbaker, and Christopher Martin

- **Administration:**
 - Robin Dada, Susan Hill, Amy Nielsen, Scott Peters, and Theresa Westbrook

Approval of Minutes

- Approval of the full minutes from September 27, 2024. Link to [Summary Minutes](#).
 - Motion to approve: Kenneth. Fernando seconded. The motion was approved unanimously (no abstentions).

Subcommittee Workshop

- Team Survey
- Team Calendar

Report Out & Next Steps

The committee divided into two working groups (listed below)

Team Survey (Scott, Robert, Fernando, Kenneth)

- Review of drafted questions
- Linked survey language to FH Ch. 3
- Discussion of Timeline--anticipated survey release to faculty and administrators in early Spring 2025

Team Calendar (Susan, Theresa, Becky, Melissa, Chris, Robin)

- Team Calendar will meet before December 2 to finalize draft surveys and develop questions to frame the feedback requested
- Two calendar drafts are to be disseminated for feedback and consultation
 - December 2: University Faculty Senate Meeting
 - December 3: Deans' Council
 - Week of December 2: Email to Department Heads