Members Present: Anderson, Bownas, Franklin, Gardiner, Glen, Luger, Merrill, Temkin, Wacker.
Member(s) Absent: Bovaird-Abbo, Burgett, Daehnke, Erskine, Straw.
Guest(s): None.

Call to Order
The meeting was called to order at 3:30 p.m.

Approval of the agenda/February 12, 2014 minutes
The agenda was amended to postpone Annual/Biennial Review until the March 12, 2014 meeting, and to move Curriculum Approval Process and Form to the first item of discussion under Unfinished Business. The amended agenda was approved without objection.

The February 12, 2014 minutes were approved unanimously.

Chair’s Report/Announcements: No report.

Unfinished Business
Annual/Biennial Review-postponed until the March 12, 2014 meeting.
Curriculum Approval Process and Form
Temkin outlined the current Curriculum Review Course Form and the current University Regulations language regarding the curriculum approval process (Curriculum 3-3-501). The Committee discussed the current requirements for curriculum changes/proposals, the signature area designations of the Course Form (A=Approved; D=Denied; R=Recommend; N=Not Recommended) and who is approving/not approving, recommending/not recommending what to whom. The Committee also discussed the role/responsibilities of the department chair, college curriculum committee, dean, and academic affairs in the curriculum process. The Committee agreed that the form should correspond with the process currently outlined in the University Regulations.

Wacker volunteered to work on a revision of the form to outline the following areas:
Make a notation on the top of the Curriculum form referring to the Curriculum Approval Process (3-3-501) Revise the signature area as follows:
- Chair of the Originating Unit Curriculum Committee
- College Curriculum Committee-drop down menu selection=”R” for Review. Also include bullets showing what was verified (as outlined in Section 3-3-501(3) (b).
- School/Department Director/Chair
- College Dean
- Academic Affairs
- Graduate Dean
- Registrar’s Office

The Committee will continue discussion of the proposed revisions at the March 12, 2014 meeting.

Evaluation, Promotion, and Tenure
The Committee continued discussion of the Faculty Evaluation document previously distributed by Temkin. “Responsibilities of Participants in the Comprehensive Evaluation Process”: The Committee discussed dossier preparation/requirements, comprehensive review periods, the responsibilities of the participants in the evaluation, allowance of outside input, and distinguishing between promotion and tenure requirements. The Committee also discussed the processes for smaller units (e.g. Africana Studies, Women’s Studies), how to complete the evaluation process with only 1-2 faculty members in the unit, and whether or not a “coordinator” would create a unit for these types of evaluations.

Annual Timeline for Comprehensive Reviews-topic not covered.

Procedure for Recusal in Tenure Decision-topic not covered.
New Business
Other New Business
Adjournment
The meeting adjourned at 5:00 p.m.

Jack Temkin          Lori Riley
Chair                Recording Secretary