Member(s) Absent with Alternate: Henry (Gardiner), Merrill (Gardiner), Schuttler (Temkin).
Member(s) Absent: Bownas, Desjardins, Franklin.
Guest(s): None.

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

Approval of the agenda/Approval of the November 5, 2014 minutes
The agenda was approved without objection.
The November 5, 2014 minutes were approved unanimously.

Chair’s Report/Announcements (Temkin for Schuttler)
Temkin noted that Senate Action 1058 (Promotion Guidelines) was approved by the Board of Trustees on November 14, 2014.

Unfinished Business
Procedure for Recusal in Tenure Decision-Codification Placement
Temkin outlined the Codification Committee’s grammatical concerns with the terms “recusal” and “recused” (verb vs. noun) and their suggestion to use “disqualification” and “disqualified”. The Faculty Welfare Committee members agreed to retain the original terms (recusal, recused). The Committee discussed placement of the language proposal and made amendment proposals to the recommended Codification Committee changes.
The Faculty Welfare Committee agreed on the following amendments to the Codification Committee suggestions:

- Change all instances of “disqualification” to recusal and “disqualified” to “recused” (except in definition below).
- Amend the definition section 2-3-801(1)(j) to read:
  Recusal: The disqualification for cause of a party who would otherwise be involved in the evaluation, promotion, and tenure processes.
- Move the language (proposed in 2-3-801(5) to 2-3-801(3)
- Amend/move proposed language in Part 9 Promotion and Tenure Guidelines: All definitions in 2-3-801(1) Definitions apply to Part 9 (move to appear directly after the title Part 9 Promotion and Tenure Guidelines.

MOTION: Forward the amended recusal procedure to the Faculty Senate (November 24, 2014 meeting): Gardiner.
SECOND: Glen.
VOTE: The motion passed unanimously.

Promotion of Instructors (2-3-901(4))
Temkin outlined the rationale for the proposal to delete Section 2-3-901(4): previously approved amendments outline the promotion of instructors (see also Senate Actions 1035 and 1058). The Committee discussed areas of responsibilities outlined in the previously approved amendments.

MOTION: Remove section 2-3-901(4) from the Board Policy Manual. Promotion of instructors is outlined in previously approved amendments (S.A. 1035 and 1058): Gardiner.
SECOND: Glen.
VOTE: The motion passed with a hand vote of 8-0, 1 abstention.

Curriculum Approval Process and Form
The Committee discussed additional amendments needed on the Course Form to align with the Curriculum Approval Process in the University Regulations (3-3-501), flow chart revisions, and the responsibility of each area in the approval signature section/process (“Review”, “Recommend”, “Accept”, “Deny”). The following amendments were recommended:

**Flow Chart** – additional recommendations
- The College Curriculum Committee should be placed after the Unit Curriculum Committee and before Director/Chair.
- LAC, PEC, CEBS- “to Depository”, for CEBS-designate where it goes if not specifically approved for education course.
- Add Graduate Dean and CAO (or designee) in box specified “AVP of Undergraduate Studies”.

**Approval Signatures Section** – additional recommendations.
- College Curriculum Committee: Add phrase “Advisory, no veto power”. “Reviewed” (sign/date).
- School/Department Director/Chair. “Reviewed” (sign/date)-forward comments to dean.
- PEC: Add signature line for CEBS dean.

Wacker will forward the additional suggestions to the Registrar’s Office for form revision.

**Evaluation, Promotion, and Tenure-(Interdisciplinary and Small Units)**
Temkin asked for Committee input on procedure recommendations for interdisciplinary and small unit evaluations (e.g. Richard Jurin, Bob Mondi). Who develops evaluation criteria for these areas? Who evaluates the faculty in the small areas with 1-2 members? Should the faculty committee (e.g. Life of the Mind) constitute the faculty for these units for evaluation purposes? Should the faculty recommend an area closely related to evaluate them (nearest discipline)? Temkin also noted that he has discussed this topic with Tom Smith. The Committee will continue discussion at the December 3, 2014 meeting.

**Annual Timeline for Comprehensive Reviews-Topic not covered.**

**New Business**

**Other New Business**

**Adjournment**
The meeting adjourned at 4:55 p.m.

Mary Schuttler
Chair

Lori Riley
Recording Secretary