

# Faculty Handbook Committee

## MINUTES

SEPTEMBER 10, 2015 1:00-1:45PM

<b>MEETING CALLED BY</b>	Holly Kahler
<b>FACILITATOR</b>	Holly Kahler
<b>NOTE TAKER</b>	Susan Styron
<b>ATTENDEES</b>	Holly Kahler, Virginia Hayes, Susan Styron (Absent: Kim Eddleman)

### Agenda topics

#### INTRODUCTION OF MEMBERS

EVERYONE

<b>DISCUSSION</b>	Everyone introduced themselves to the group.
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#### COMMITTEE GOALS AND PROCEDURES

H. KAHLER

<b>DISCUSSION</b>	The committee is tasked with updating the current Faculty Handbook, with particular emphasis on making sure the handbook reflects the newly-approved collective bargaining agreement. The handbook will be split into sections and assigned to the various committee members for initial draft revision. [Question: should we consolidate the full-time faculty and adjunct faculty handbooks?] All members will review proposed revisions. Finalized revisions will be consolidated into a single updated document at future meetings. Document will also be proofed for organization/continuity, and may be reformatted as needed. Final draft will be submitted to the AAC for approval.
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. Contact AAC Chair to determine if adjunct faculty handbook revision is included in our assigned task.	Holly Kahler	10/8/15
2. Revise pages 1-11 of current faculty handbook.	Holly Kahler	10/8/15
3. Revise pages 12-23 of current faculty handbook (stop just before the Honors section)	Virginia Hayes	10/8/15
4. Revise pages 23 (starting at the Honors section) – 40.	Susan Styron	10/8/15

#### NEXT MEETING

H. KAHLER

<b>CONCLUSIONS</b>	The next meeting will be held on Thursday, October 8 on the Melbourne campus, to start reviewing proposed revisions drafted by the individual committee members.
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. Reserve a classroom on the Melbourne campus for this meeting.	Susan Styron	9/17/15