

| TPDC Meeting Minutes (approved)   |   |                        |
|---|---|------------------------|
| 1.8.2016  | 9:30 am – 12:30 pm  | Melbourne, Bldg. 2-124 |
| Meeting called by   | Deborah Anderson, TPDC Chair  |                        |
| Type of meeting   | General Monthly   |                        |
| Facilitator   | Deborah Anderson, TPDC Chair  |                        |
| Note taker  | Jill Simser, TPDC Secretary   |                        |
| Attendees   | Mevlut Guvendik, Daryl Davis, Brad Marovich, Joe Wakim, Cordia Simpson, Jill Simser, Asiya Satdanova, Maureen Groome, Karen Ott, Kelli Norris |                        |
| <b>Minutes</b>  |   |                        |
| Minutes from 12.11.2015 - Distributed for approval - Approved by TPDC   |   |                        |
| General Updates - 9:30 am -10:00 am   |   |                        |
| <p>Points in Professional Development system Online vs. Contract – One noted activity wording and the points assigned in the Faculty Professional online system and the CBA 2015-2018 Appendix N do not align. TPDC plans to review this.</p>   |   |                        |
| <p><b>TPDC Handbook Revisions – 10:00 am - noon.</b><br/>Minutes reflect highlights of the handbook review, not specifics. The tracked Handbook document supports TPDC's work.</p>  |   |                        |
| <p>TPDC reviewed the Handbook's Tenure section starting with Section 10.03 through 10.04, and Custody Form in Appendix</p> <p>The Tenure Custody Form will be updated to add a line for the Department Chair or Program Manager (DC/PPM) to receive completed portfolios in addition to the Campus Tenure Committee Chair. It will be stated in the Handbook if/when the portfolio is turned into the DC/PM, the portfolio must be promptly forwarded to the Campus Tenure Committee Chair.</p> <p>A place will be added for applicant to put his/her name on to the custody form.</p> <p>There is a confusion in the CBA, 2015-2018 and Handbook (2013) as it relates to the Tenure Timeline and application signatures needed from the Supervising Administrator.<br/>CBA Appendix T line 3448 states, "By January 20, the Supervising Administrator will acknowledge that the position for which the applicant is requesting tenure is projected to continue." Handbook language states, "By January 20th, notify the applicant by signature on the form indicating the continuing status of the applicant's position (e.g. position need exists or position will not be needed in the future). This signature is required on the Tenure application, in the section labeled "Provost's Statement". This requirement for acknowledgement is also required on Oct. 1 prior to the application and portfolio is submitted to Campus Tenure Committee.<br/>The TPDC Handbook (2013) also lists these two date requirements for the same action from the Supervising Administrator.</p> <p>When does the applicant have the Supervising Administrator sign application and acknowledge that the position will continue - Oct. 1 prior to portfolio submission or January 20<sup>th</sup> after portfolio submission?</p> |   |                        |
| TPDC Handbook- M. Maseman to send a Doodle poll to schedule a phone/online meeting for next document review. Hoped meeting will be before the Feb. meeting.   | D. Anderson w/ Michelle Maseman   | Before next meeting    |
| Action item: Get clarification on above item from Admin/Uff   | D. Anderson   | By next meeting        |
| <p>Tenure review will take place on Friday, Feb. 12, 2016, Melbourne Campus, 2-124</p> <p>Deadlines – Feb 1 TPDC receives recommendations from Campus Committee<br/>Feb 21 TPDC will have met and make recommendations to Admin</p> <p>Expected number of portfolios – 15</p> <p>Must have 75% of all voting members present at this meeting.</p> <p>Meeting adjourned: 12:30 pm</p>  |   |                        |
| <b>Next meeting: Friday, Feb. 12, 2016, Melbourne Campus, 2-124 from 9 am – 1 pm (Tenure Review)</b>  |   |                        |