Minutes – November 16, 2012
12:00 pm, PE Conference Room
Present: Dan Clemens, Rhue Bruggeman, Nadine Wade-Gravett, Michelle Hobbs

1.0 Adoption of Agenda - msp

2.0 Approval of Minutes from October 19, 2012 - msp

3.0 Information Items

3.1 Equivalency Review Teams
- There are 4 new equivalency review requests from current full-time faculty who would like to add disciplines to their minimum qualifications status. We will ask Office of Instruction what the timeline is for these reviews.
- All equivalency reviews for part-time instructors for spring semester should be done, unless an emergency hire occurs

4.0 Discussion Items

4.1 Scheduling of ERT meetings: establishment of standard meeting times
- It has been hard to schedule ERTs with everyone’s conflicting schedules.
- Dan proposed having a monthly ERT day on one Friday each month, twice monthly if necessary
- Rhue suggested to have it on the third Friday before our monthly FSP meeting. We all agreed to try it

4.2 Part-time faculty hiring document
- Dan plans to circulate revised draft document to Division chairs, etc., next week and get feedback from the Division Chairs by the week of Dec 10th.
- Dan will work on it and revise it over Christmas Break.
- The goal is to have it revised and finalized by the end of Spring 2013.
- We went through the Part time Faculty hiring document and made changes as a committee.

5.0 Adjourn

Next meeting: Spring semester 2013, meeting time to be announced.