**Clerk’s Committee Meeting Minutes - APPROVED**  
Friday September 5, 2014  
Academic Dean’s Conference Room/King Hall

**Attending:** Dave Dobson (Clerk), Zhihong Chen (Recording Clerk), Sherry Giles (Business & Policy, and Sports Studies), Edwins Gwako (Social Sciences), Adrienne Israel (Vice President for Academic Affairs & Academic Dean), Tim Lindeman (Arts), Colin MacIntosh (Student Senate), Jeffrey Ray (SGA), Steve Shapiro (Natural Sciences & Math). Not attending: Lisa McLeod (Humanities).

1. Gathering and Moment of Silence

* *The meeting began with a brief moment of silence.*

2. Approval of Minutes from August 29, 2014

* *The committee approved minutes from August 29, 2014.*

3. Review of Faculty Meeting on September 3, 2014

* *Committee reviewed Faculty Meeting of September 3 and noted the following:*
  + *4 cards with comments were submitted during the meeting.*
  + *2 comments were posted at the Moon Room site.*
  + *Some faculty appreciated chance to talk.*
  + *New faculty liked the process and how the meeting proceeded.*
  + *Hybrid approach should not spill into the regular path.*
  + *A faculty member expressed need to use more silence in the end and less in the beginning.*
  + *Committee suggested need to rethink moment of silence for celebratory items.*

4. Review and discussion of memo from preliminary General Education Curriculum summer meetings

* *The committee was informed by the Academic Dean that the larger revision of General Education Curriculum originated from Assessment Committee and Curriculum Committee in response to changes in higher education.*
* *The procedures for undertaking the revision were anticipated but not candidly articulated in the faculty handbook.*
* *The Committee agreed to item number 1, that the faculty should formally commit to this process prior to proceeding to the next step.*
* *Clerk will contact Kyle et al. to further discuss review process and to inform them about preference for Clerk’s to constitute and specify a charge for an ad hoc committee for curriculum revision.*
* *Ad hoc committee members work would count as committee service.*
* *Clerk’s Committee (with the exception of the Academic Dean) agreed on an inclusive review process as opposed to excluding non-tenured faculty. The Academic Dean felt the ad hoc committee should consist of tenured faculty members for these reasons:*

*(1) they have a clear stake in the future of the college and a track record of achievement as teachers who should have a deeper knowledge of the curriculum and its fundamental purposes,*

*(2) they would be less susceptible to feeling afraid to speak their minds or bring forth proposals that they think  might "offend" others who could write negative letters about them for their tenure reviews, and*

*(3) all voices will be heard in the process (tenured, untenured, tenure track, non-tenure track, part time, etc.) if the process is done well.*

5. Review of ongoing Clerk’s projects and business carried over from last year

* *Clerk’s noted that some of the changes in the ongoing projects have been implemented in the faculty handbook. The rest will have to be considered at future meetings.*

a. Oversight of committee work

b. Changes in committee charges (documents available on Moodle)

i. Community Life

* *Document needs further action.*

ii. Assessment Committee

* *Noted that minor changes were made*.

iii.Budget Committee

iv.Education Studies Committee

v. Nominating Committee

vi.Strategic and Long-Range Planning Committee

* *On hold until the president decides on what she wants and adds her comments.*
* *Clerk to follow up with the president about amendments.*

c. Guilford AAUP chapter report and proposal (on Moodle)

* *More transparency deemed necessary in compensation decisions.*
* *Items to be considered by Clerk’s at future date*

i. Proposal: Deferred compensation at Guilford

ii. Report on Contingent Faculty, Spring 2014

6. Update on ad hoc Jan Term Assessment and Admissions Committees

* *Clerk’s approved proposed names to serve on JTAC.*
* *Clerk’s requested for J-Term assessment instrument.*
* *Committee expressed need to ensure representation of SGA, Community Senate and others (e.g., academic dean’s office, registrar, and CCE) having holistic knowledge of various aspects of J-Term.*

*Meeting ended with a brief moment of silence.*

*Recorded by Edwins Gwako*