**Clerk’s Committee Meeting Minutes - DRAFT**  
August 29, 2014  
Academic Dean’s Conference Room/King Hall

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

**Clerk’s Committee Meeting Agenda Friday 8/29 2:30 pm**

1. Gathering and Moment of Silence *3 minutes*
2. Approval of Minutes from May 6, 2014 *2 minutes*
3. Nomination of Tim Lindeman as Faculty Development Associate *5 minutes*
4. Clarification of Faculty Handbook Section 5.240 on timing of study leaves *10 minutes*

* Is a spring-fall full-year leave allowed? Should it be?

1. Discussion of new QEP efforts and planning (Steve Shapiro) *10 minutes*

Tentative schedule:

* Brief review of proposals at faculty meeting on 9/1
* Open community meeting on 9/10 – presentation of proposals (*Necessary?*)
* Faculty Forum on 9/17 – presentation and discussion of proposals
* Faculty Forum on 11/19 – selection of proposal or proposals to bring to faculty meeting
* Faculty Meeting on 12/3 – QEP proposal for approval

1. Setting agenda for Faculty Meeting Wednesday *20 minutes*

Current requests:

* Barb Boyette – demo of new Banner-based student feedback form (10 min)
* Jack Zerbe – demo of new Study Abroad portal website (10 min)
* Steve Shapiro – discussion of QEP process (15 min)
* Cathy Witty – announcement of CCE counseling services (silent announcement?)
* Georgie Bogdan – announcement of changes in LC testing policies (silent announcement)

Other possibilities:

* Discussion of faculty survey results and possible actions (Dave Dobson)
* Reminder of Moon Room website and forum (Dave Dobson)
* Report on May Trustees meeting (Elwood Parker, Adrienne Israel, Dave Dobson)

1. Review and discussion of Kyle’s document from preliminary General Education Curriculum summer meetings *15 minutes*
2. Review of Admissions Committee role and staffing *if time allows*
3. Review of January Term Assessment Committee role and staffing *if time allows*
4. Meeting assessment and Clerk’s business for this year *5 minutes*

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1. The meeting began with a moment of silence.
2. The committee approved the minutes from May 6, 2014.
3. Clerk’s committee approved the nomination of Tim Lindeman for Faculty Development Associate.
4. Clerk will follow up on the question of whether a Spring – Fall study leave is allowed by raising the issue with the President.
5. The committee discussed the process for deciding on Guilford’s next QEP. Twenty-eight suggestions for QEP have been received by the QEP committee.

Student senate and SGA representatives shared ideas for ways to encourage involvement of more students in the selection of the next QEP

After reviewing the options identified in the tentative schedule, the committee approved QEP being on the agenda for the first faculty meeting on September 3rd.

1. Clerk’s approved the following items for inclusion on the agenda at the faculty meeting on September 3rd.
   1. Silent announcement from Jack Zerbe about software for Study Abroad
   2. Silent announcement from Cathie Witty about CCE counseling services
   3. Silent announcement from Georgie Bogdan about changes in LC testing policies
   4. Silent announcement from Dave Dobson about Moon Room website and forum
   5. Elwood Parker will report on the most recent Trustees meeting - 5 minutes
   6. Jen Agor will discuss Title IX requirements – 10 minutes
   7. Barb Boyette will do a demo of the Banner Web-based student feedback form – 15 minutes
   8. Steve Shapiro will discuss QEP process – 30 minutes
   9. End with silence, during which Clerk will invite faculty to share positive things happening for them and in the community.

The committee decided to place the following items on the agenda of a future meeting:

1. Review and discussion of Kyle’s document from preliminary General Education Curriculum summer meetings
2. Review of Admissions Committee role and staffing
3. Review of January Term Assessment Committee role and staffing

The meeting ended with a brief assessment of the meeting and silence.

Respectfully submitted by Sherry Giles