**Clerk’s Committee Minutes (Compiled by Edwins Gwako) Friday November 7, 2014 2:30 pm**

Attending: Zhihong Chen (Recording Clerk), Dave Dobson (Clerk), Sherry Giles (Business & Policy, and Sports Studies), Edwins Gwako (Social Sciences), Adrienne Israel (Vice President for Academic Affairs & Academic Dean), Colin Macintosh (Community Senate), Jeffrey Ray (SGA), Lisa McLeod (Humanities), Steve Shapiro (Natural Sciences & Mathematics).

1. Gathering and Moment of Silence *3 minutes*
   * Meeting started with a moment of silence.
2. Approval of Minutes from October 31, 2014 *2 minutes*

* Approved minutes of October 31st with minor amendments.

1. For approval: Annual Moodle Maintenance Schedule *10 minutes*

* Clerk’s endorsed Moodle maintenance schedule but noted that the committee has no role in the approval process. It was recommended that Erin Dell be consulted prior to the proposed maintenance schedule.

1. Discussion: Review of November 5 Faculty Meeting *10 minutes*
   * Clerk’s reviewed Nov 5th faculty meeting and noted that it went well and expressed satisfaction with the results.
   * Clerk’s suggested that it’s necessary to figure out who should be on the review committee to collect exploratory data. Undertaking a survey was recommended to find out who is interested in serving in the exploratory committee.
2. Discussion: Process for deferred 2014-15 searches *10 minutes*
   * Clerk’s suggested a review of this year’s new position proposals in order to integrate them with previously approved positions and, thereafter, send an updated list to the next level.
3. Discussion: Ad Hoc General Education Review Committee *20 minutes*
   * As indicated under item 4
4. Discussion: Committee Structure and Service at Guilford *15 minutes*
   * Dave informed clerk’s members about the email exchanges pertaining to committee assignments and related concerns. The exchanges resulted in a refinement of the committee assignment document to enhance clarity.
   * Clerk’s noted that some people serve on high impact committees while others are in less demanding committees. This needs to be revisited to ensure fairness in workload expectation.
5. Meeting assessment and closing silence *5 minutes*
   * Meeting concluded with a brief moment of silence.

OTHER ADDED TOPICS:

* QEP for Faculty Forum on Nov. 19
  + Steve informed Clerk’s that the QEP committee has consulted widely and plans to bring a small set of topics to the community forum for feedback to narrow topic selection and focus. Clerk’s agreed to schedule a QEP forum on Nov 19. The forum will be open to the entire community. Steve and Dave Dobson will undertake appropriate advance advertisement to encourage attendance and participation. Relevant documents will be posted early next week.
* Prospect of addressing Biotechnology proposal at December Faculty Meeting
  + Committee agreed to dedicate the December faculty meeting to a shortened faculty meeting session to receive a report on QEP and discuss the Biotechnology proposal. Thereafter, faculty will proceed to a celebration of recently tenured and promoted faculty in the Carnegie room (Hege Library).
  + Clerk’s received a summary report on study leave applications.
* Nancy’s email on assessment of laying down IDS major committees
  + Clerk’s discussed Nancy’s email and suggested data collection and communication with existing IDS major coordinators to get a sense of whether the loss of IDS major committees has had a negative impact on these IDS programs. Dave will contact Nancy on the best way forward.