**Clerk’s Committee Meeting Minutes Friday November 21, 2014 2:30 pm**

**Present: Zhihong Chen (Recording Clerk), Dave Dobson (Clerk), Sherry Giles (BP&SS), Edwins Gwako (Social Sciences), Adrienne Israel (Vice-President and Academic Dean), Tim Lindeman (Arts), Colin MacIntosh (Student Senate Representative), Lisa McLeod (Humanities), Steven Shapiro (Natural Sciences & Mathematics). Not Present: Jeffrey Ray (SGA Representative).**

**Minutes: Lisa McLeod**

1. **Gathering and Moment of Silence** *3 minutes*
2. **Approval of Minutes from November 14, 2014** *2 minutes*

Approved

1. **Discussion: Appointments for Gen Ed Curriculum Review Committee** *20 minutes*

Few folks had both interest and time. The Committee discussed how to balance length of service and divisional representation, balancing gender representation, and also how many folks should be on the committee. The issue of racial diversity was raised, and tabled until the next phase of general education revision.

Jim Hood (Humanities)

Melanie Lee Brown (Natural Science & Mathematics)

Marc Williams (Arts)

Robert Duncan (Social Sciences)

Richard Schilhavy (Business, Policy, & Sports Studies)

Kathryn Shields (Arts & WGSS)

Heather Hans (Library)

Jennie Knight (CPPS)

1. **Discussion: Final schedule for December 3 faculty meeting** *15 minutes*
	1. *QEP reporting – anything for approval?*

Soon we have to stop namby-pambying around. Adrienne is concerned; Steve has faith. Cultural literacy/Universal design was maybe put back in. There are now 4, 4.5, or 5 topics on the table, down from 30.

At December 3 faculty meeting:

* Report from forum
* Maybe some samples
* Survey about interest/resources
* SACS assessment… urgency … emphasize that this won’t be the only thing the College is doing.
	1. *JTAC report and update*

Good and good.

* 1. *Celebration of promotion and tenure*

Also good.

1. **Discussion: Admissions – offer to present and answer questions at faculty meeting** *10 minutes*

Not in December, but perhaps February. Andy could provide an overview of the admissions process for faculty to review before the meeting, to make discussion more productive.

1. **Reporting: Responses from committees via liaisons** *10 minutes*

Deferred to future meeting.

1. **Meeting assessment and closing silence** *5 minutes*

Assessment deferred; meeting closed in silence at 3:50 p.m.

* No meeting November 28th
* Next meeting December 5th