**Minutes for Clerk’s Committee Meeting on 9/4/15**

**In attendance:** Bill Grubbs, Beth Rushing, Sarah Estow, Steve Shapiro, Caleb Anderson, Dave Dobson, Alex Ricks, Lisa McLeod

**Absent:** Kathryn Shields, Anders Selhorst

1. **Gathering and moment of silence.**

The meeting opened at 1:06 with a moment of silence.

1. **Approval of minutes from August 28, 2015**

Minutes were approved as written.

1. **Rescheduling – yes or no, and when**

Pending approval by Kathryn and Anders, we will move our meetings to Tuesdays at 10 a.m. One exception to this will be meeting on F 10/30 at 1 p.m. in lieu of T 10/27.

1. **Gen Ed Revision Committee**

The Gen Ed Revision Committee is still missing 3 staff members (one each from Institutional Research [IR], Engaged Learning [EL], and Instructional Design [ID]. Stephanie Hargraves for IR and Jennie Knight from CPPS (for EL) will be asked to join. Beth will talk to Suzanne Bartels and Barb Boyette to ask for someone from ID to join the committee. In addition, the director of the writing program will serve as a close consultant to the committee. The Clerk will contact the student governments to solicit representatives to serve.

1. **Review of faculty meeting**

Consensus was that the meeting was fine.

1. **Topic for Faculty Forum on 9/16**

The faculty forum on 9/16 will be on the topic of hybrid/online courses at Guilford. Beth will lead the forum and will invite Christin Phelps at Peace College (a Guilford graduate who is experienced in developing online courses) to attend.

1. **Upcoming tasks**

In the near future, Clerk’s Committee will be tasked with reviewing study leave applications which have already been received by the Dean’s office.

The status of position requests for this year is up in the air at the moment pending review of the current budgetary situation and possible early retirements. Once Beth consults with the President, a decision will be announced about whether position requests will be solicited or not this year. The goal will be to make the announcement by the end of October.

1. **Revisit change in honor code from Spring 2015**

It was agreed that language in the faculty and student handbooks should be changed to something along the lines of, “If instructors impose harsher penalties than what’s in the handbook, they must include that in their syllabi…” Steve will review the policy in its entirety to see how the “must” will fit into the larger context and will come back to Clerk’s with his assessment within the next few weeks

1. **Assign Clerk’s liaisons to committees**

Liaison assignments were made as follows:

* Beth – FAC, Space, Curriculum
* Steve – Faculty Development, Admissions
* Lisa – Assessment, Diversity Action, Gen Ed Revision
* Bill – Educational Support, Community Life, Educational Studies
* Dave – Budget, SLRP
* Sarah – Compensation, Honors, Nominating
* Kathryn – Benefits, JTerm
* Anders – Technology Advisory, Library Utilization

1. **Initial discussion: Reorganizing committee structure**

To be discussed at our next meeting on Tuesday, Sept 8th

Respectfully submitted by Sarah Estow