Benson Warren called the meeting to order at 2:00 in room 104 of the Student Union.

1.0 VPAA Gary Buckley was expected to attend this meeting; however he was detained at another meeting. We will forward our questions to him at a later date.

2.0 The best mechanism for faculty members to submit suggestions for the faculty handbook is to allow comments to flow either from the Dean(s) or to Committee members directly. The committee will encourage interaction with the committee by hearing their concerns and comments personally and then bringing them to the attention of the committee.

3.0 The status of lecturers and instructors is still unclear to the faculty at large. The position of lecturer should be changed to that of instructor without any input or request from the faculty member.

4.0 Temporary positions are meant to be “temporary” and therefore would be advertised each year. A person who is a full-time, regular faculty member should have the title of Instructor instead of the previously used “temporary” designation.

5.0 The calendar used in the handbook should be used this academic year to work out any problems with timing. Those concerns expressed haven’t had a chance to be substantiated. Use the calendar this year to see if it works.

6.0 The evaluation form used in the handbook should be used this academic year to work out any problems. Those concerns expressed haven’t had a chance to be substantiated. Use the evaluation form this year to see if it works.
7.0 Faculty members do have the authority/right to refuse “overload” assignments according to the handbook. See page 5-4.

8.0 The next meeting will be held in the Student Union room 104 on Tuesday 21 September 2004.

9.0. Benson adjourned the meeting at 3:20 p.m.

Mary Penick
Secretary