

**Professional Standards Type A/B Leaves Committee  
Organization Meeting MINUTES  
January 26, 2018, 10am-Noon  
The Submarine Room**

**Present:** Justin Moore (chair), Debra Aucoin-Ratcliff (vice-chair), Oranit Limmaneeprasert, Susan Howe, Kris Fertel, Trisha Butler, Anita Fortman

**Absent:** Kale Braden, Jan DeLapp, Carlos Reyes, Marcia McCormick, Robert Diamond, Jodie Hooker, Sunny Smith, Daniel Slutsky, Deb Ondricka

## **I. Welcome & Introductions**

Attending members signed-in and checked their current term limit. All members, new (*Kristine Fertel & Trisha Butler*) and returning, introduced themselves to the group.

The meeting was called to order at 10:10am.

## **II. Committee Business**

The chair displayed and reviewed the Professional Standards committee Google Site and Standing Committee Website. The chair reminded members of the mission and function of the committee, and that all applications are to be read and discussed in confidence. Members were reminded not to discuss anything from the voting meeting with their colleagues, especially applicants. The committee was also reminded that a final report on Type A/B leaves is a contractual obligation that must be fulfilled within three months of returning to the faculty member's regular assignment, and that no subsequent leaves can be awarded if the committee and college president have not approved a final report for a previous leave.

Committee members provided valuable input regarding corrections and improvements that we intend to make to our website content, mainly restructuring the application so that check-boxes are removed or include a reference/link to the funding criteria page on our website. We want to make sure applicants are clear on all expectations (not just those currently mentioned on the application itself). Debra Aucoin-Ratcliff has graciously agreed to compile these recommended changes and produce a revised draft of the application form and website content, which we will vote on prior to publishing them. We hope to publish these changes on our website by Feb 10<sup>th</sup> for the new application cycle.

The meeting was adjourned at 11:25am.

**Next meeting: Friday, February 23: voting meeting**