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Approval of May 3, 2024 Meeting Minutes

Kate Kirkpatrick moved and Kyle Cassinelli seconded to approve the May 3, 2024 Administrative Faculty Committee minutes. The committee approved the minutes.

Committee Charges

Katie reviewed the committee charges and asked for feedback.

AFC Past and Future Projects Discussion

The committee discussed items to focus on. Suggestions received were professional development and engagement for administrative faculty. Examples included: brown bag lunches with a professional development session, leadership training for newly promoted faculty, and sessions on how to do administrative functions.

Other suggestions received: hold an afterhours event, offer things at different times of the year, an anonymous suggestion box that could be electronic to include all locations, diversity certificate trainings, information literacy workshops, and inviting the therapy dog to attend events.

Salary Advancement Policy

The subcommittee met through the summer and want to integrate their policy with academic faculty policy. The policy would have two procedures (one for academic and one for administrative faculty).

The committee discussed peer review and it was noted it could be helpful if you did not have a great review from a supervisor.