

## Non-Instructional Faculty Assignment Committee

### October 19, 2018 Minutes

The Non-Instructional Faculty Assignment Committee met on Friday, October 19, 2018 at 2:00 in the Deans' Conference Room, Derryberry 200.

#### Members Present:

Holly Anthony, Committee Chair, Brad Bull, Dan Fesler, Mark Groundland, Shelia Hurley, Perry Johnson, Janie Robbins, Melinda Swafford

#### Members Absent:

Ed Lisic, Robby Sanders

#### Summary of Proceedings:

1. Approval of agenda
2. Approval of minutes, October 27, 2017
3. Election of 2018 – 2019 committee chairperson
4. Approval of timeline for 2018 – 2019 awards process
5. Other such matters

#### Proceedings:

A quorum being present, Dr. Anthony brought the meeting to order at 2:00.

**1. Approval of agenda.**

**Motion to approve.** Mark Groundland

**2<sup>nd</sup>.** Melinda Swafford

**Vote.** Approved

**2. Approval of minutes, October 27, 2017.**

**Motion to approve.** Mark Groundland

**2<sup>nd</sup>.** Melinda Swafford

**Vote.** Approved

**3. Election of 2018 – 2019 committee chairperson.**

**Nominations-** Dr. Groundland nominated Dr. Anthony to continue to serve as the Chairperson. Dr. Swafford seconded the nomination. With no other nominations forthcoming-

**Motion to close nominations.** Mark Groundland

**2<sup>nd</sup>.** Dan Fesler

**Vote to appoint Chair.** Approved.

**4. Approval of timeline for 2018 – 2019 awards process.**

**Motion.** Mark Groundland

**2<sup>nd</sup>.** Dan Fesler

Dr. Anthony proposed an additional round of Tech Times announcement to occur on December 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup>. All agreed.

**Vote.** Approved with additional dates.

**5. Other such matters.**

Dr. Huo confirmed there would be funds for two awards this year.

Dr. Anthony brought forward whether the committee should consider trying to create a rubric for evaluation. After some discussion, all agreed that it would be too difficult to define a rubric that could fairly evaluate the variety of proposals received.

After further discussion about the submission guidelines, it was suggested that the guidelines be amended to include formatting requirements of a 12-point font and double-spacing for all submissions.

**Motion.** Brad Bull

**2<sup>nd</sup>.** Mark Groundland

**Vote.** Approved.

No other such matters being presented for discussion, Dr. Fesler moved to adjourn, and Dr. Bull seconded. The meeting was adjourned at 2:25 p.m.