**CFA Minutes for meeting, September 11, 2019** (prepared by M. Wund)

**Present**: Joe Baker, Tim Clydesdale, Linda Dempf, Gary Feinberg, Deborah Hutton, Arti Joshi, Lisa LaJevic, Andy Leynes, Dani Mauro, Aigli Papantonopoulou, Martha Stella, Jane Wong, Matt Wund

**Absent**: N/A

1. Approval of minutes by G. Feinberg, seconded by A. Papantonopoulou
2. M. Wund nominated as vice-chair by A. Papantonopoulou, seconded by A. Leynes. Approved by unanimous vote.
3. Chair provided and overview of CFA responsibilities, recent and pending business.
4. Review of Electrical Engineering DS – questions raised by CFA members were discussed. The chair will send a memo to ECE requesting modifications to their DS.
5. We discussed raising a question to Steering: Is it possible to create a mechanism by which the College Promotions and Tenure Committee (CPTC) can let CFA know if a specific department’s DS are unclear? In addition to CFA, CPTC is the only other committee that engages with the diverse DS documents, and therefore is in a position to identify cases where improvements are needed.
6. Modifications of the RPD regarding librarians – we briefly discussed whether it is necessary or helpful to equate librarian ranks to professor ranks. The RPD will be discussed further at our next meeting.

Meeting adjourned at 2:50pm.