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

**Present**: Joe Baker, Tim Clydesdale, Linda Dempf, Deborah Hutton, Lisa LaJevic, Andy Leynes, Martha Stella, Jane Wong, Matt Wund

**Excused**: Arti Joshi, Aigli Papantonopoulou

**Absent:** Gary Feinberg, Dani Mauro

1. 11/13/2019 Meeting Minutes approved.
2. Modification of Teaching Duties charge
	1. We have collected both verbal and electronic feedback on the preliminary recommendation.
	2. Jane W. and Matt W. will form a working group to craft a final recommendation. The target date is February. Prior to finalizing the document, the working group will contact HR to resolve unanswered questions regarding the respective roles of HR and the Deans in this process.
3. Librarians RPD charge
	1. our proposed modifications to the Librarian RPD have been sent to the Librarians, Council of Deans, and AFT Local. If approved, the changes will require an MOA.
	2. Taras Pavlovsky provided feedback, which highlighted logistical problems associated with language in the most recent AFT contract. Unlike faculty, who can only couple tenure and promotion to Associate Professor, Librarians can apparently choose to couple tenure with promotion to any rank. In light of this distinct process, we discussed possibly separating the Librarian RPD from the other RPD documents.
	3. We will form a working group to lead these revisions: Linda D., and possibly Arti J. or Aigli P. (not present, so their participation needs to be confirmed).
	4. We will expedite these revisions, given that some Librarians will be applying for tenure this Spring. Perhaps an interim policy will need to be used.
	5. UPDATE SUBSEQUENT to the CFA MEETING: Tim C. received additional clarification from Taras P. In January, Andy L., Tim C., Linda D. and Matt W. will meet with Taras to discuss a path forward.
4. Charges to divide the RPD into four documents, and to revise the associated timelines
	1. The working group continues to make progress, and is waiting to hear from Steering whether we need to provide a “track changes” version of the documents, or simply a summary of changes alongside the new documents.
5. SOSA charge – the SOSA committee is finalizing their review of current applications, and we expect to re-engage with them next semester.
6. Faculty Office Hours charge – The policy governing faculty office hours is due for review, and we also have a request from the Student Government Association to require adjunct faculty to hold office hours.
	1. We continued discussions about adjunct office hours and general availability, as well as availability of faculty teaching online/blended courses.
	2. There was general consensus that office hours do not need to happen in person, but that students should have the ability to consult with faculty in some kind of synchronous way (e.g., video or text chat). We also discussed the possibility of using scheduled class time in a flexible way to meet the goals of office hours.
	3. We also discussed the resources involved with potentially requiring adjuncts to hold office hours (meeting space, financial compensation).
	4. We will table these discussions until after the adjunct contract is settled, which will hopefully occur prior to next semester.

Meeting adjourned at 2:50pm.