

CFA Minutes for meeting, September 9, 2020 (prepared by C. Fisher)

Present: Matt Wund, Tim Clydesdale, Joely Torres, Linda Dempf, Gary Feinberg, Deborah Hutton, Lisa LaJevic, Martha Stella, Harriet Hustis, Amanda Norvell, Christopher Fisher

1. Meeting Minutes approved from the 4/29/2020.
2. Christopher Fisher elected vice-chairperson
3. SOSA Charge ([SOSA folder](#))—we discussed the expectations of the charge, last semester’s conversation about alternate SOSA models, and a draft survey ([survey](#)) to be disseminated among faculty and librarians this semester. CFA decided to deploy the survey on October 5 for up to two weeks. There will be two follow-up deployments in the fall 2020 semester. Motion approved by D. Hutton, seconded by A. Norvell.
4. Timeline for Promotion Appeals and PRC timeline (working group: Tim Clydesdale, Lisa LaJevic, Matt Wund) (folder: [RPD timeline](#)) – we discussed the last semester’s work to streamline the TCNJ Tenure and Promotions document by reorganizing the document into chapters for the different stages of promotion, simplifying the text, removing footnote and redundancies. Two chapter were completed last year, with two more unfinished. Tim Clydesdale questioned the timeline for promotions, and said he would draft a formal proposal for the dates the PRCs should report to the to the Dean, Academic Affairs, and HR for CFA’s next meeting.
5. Assessment of Advising (folder: [AdvisingAssessment](#)) – we discussed the outstanding charge to assess advising, college-wide by December 2020. M. Wund highlighted the charge’s expectation that the assessment should focus on the strengths of advising at TCNJ and that the information and respondent should be anonymized. M. Stella suggested CFA look for best practice and models at the National Survey for Student Engagement that reflects the NACADA core values is described here: https://nsse.indiana.edu/nsse/survey-instruments/topical-modules/academic_advising.html. A. Norvell raised the question of whether the charge asked for separate things: to create a policy or to create an instrument? M. Wund will ask Steering to clarify the aims of the charge.

Meeting adjourned at 2:54 pm