MEMBERS PRESENT:
Robert Alderson, Mario Bennekin, Coretta Carter, Debra Denzer, Michael Diebert, Leslie Ann Dunn, Margaret Ehrlich, Kristi Hendrix, Elizabeth Lathrop, Tarrah Mirus, Erin Morrey, Matthew Robison, Connie Washburn, Robin Winston

MEMBERS NOT PRESENT:
Emily Whaley, Susan Cody

ALTERNATES PRESENT:
Stuart Noel for Susan Cody

GUESTS PRESENT
Lora Mirza

I  Call to order
Brad Tucker called the meeting to order at 3:30 pm. after a last minute room change

II  Approval of minutes of 12/16/2014
The minutes were approved as presented.

III  Old Business

Faculty Evaluation Document
The Council began its review of the other changes to the evaluation instrument. The following changes were agreed:

- Add a category to the class observation form of “Exceeds” to keep it consistent with the overall ratings categories
- Remove the language that department chair evaluations by faculty are optional
- Create a separate department chair evaluation instrument by faculty instead of using the generic instrument for administrators so that chair responsibilities can be better reflected in the evaluation
- Keep the evaluation of “Record Management” under Practices and Performance a Yes/No evaluation instead of using the typical scale

The Council will also double check with Sandra to make sure all the Teaching Effectiveness examples were included in the document give to the AAPC from the FEC.
IV New Business
The policies below have come to the AAPC from other councils for secondary policy
council review. For each, “Procedure” was removed when the language was a
continuation of policy. Additional changes that were suggested are as follows:

Policy 400: Age Criteria
No additional changes

Policy 405: Drug-Free Workplace
No additional changes

Policy 406: Educational Leave without Pay
No additional changes

Policy 411: Employment Grievance
The Council questioned the language of “full-time regular employee” and “temporary
employee.” We asked for the language to be clarified as to lecturers, grant employees,
and term-to-term faculty.

Policy 412: Employee Dispute Resolution
No additional changes

Policy 428: Military Leave
No additional changes

Policy 429: Miscellaneous Leave
Change “4-four” to simply “four.” We also expressed concern about how the jury duty
provision to return to work if dismissed early in the day will be enforced.

Policy 451: Vacation
Change “faculty members employed on an academic-year basis” to “faculty members
employed on a 10-month academic-year basis.”

Policy 464: Panic Alarm Policy
No additional changes

The Council did not have time to consider the AAPC policies on the agenda that are up for

IV Adjournment
The meeting adjourned at 5:00 PM. The next meeting will be on February 17, 2015.