

**2013-2014 UNIVERSITY ARTP COMMITTEE
MINUTES
Approved: April 1, 2014**

**Meeting #12
March 18, 2014**

Members Present: Dammel, Dillon, Gee, Hall, Jones, LaRocco, Roberts, Shaw, Turrill

Members Absent: Dube, Mayes, Porter

The Committee met at 3:00 p.m. in Mendocino 4003, Dillon presiding.

Minutes: Approval of the minutes of the meeting of March 4, 2014 (#11, 2013-2014) was deferred to the next meeting pending the addition of an omitted part in item 1.

Agenda: The agenda was approved as published.

1. Electronic submissions to the WPAF

Dillon invited the Committee's attention to Kevin Wehr's response relating to this topic, previously sent electronically to the Committee members, indicating that the Committee might proceed to explore electronic submissions to the WPAF. Any action proposed by the Committee would be subject to a "meet and confer" between the CFA and the campus administration. Dillon also indicated that if the Committee wishes to proceed with the topic, formation of a subcommittee composed of members who are most familiar with electronic modes of recordkeeping would be advisable as a means of exploring some of the details and issues. Dillon announced that he has sent an email to Provost Harmsen inquiring whether she would be willing to read electronic files in the context of a possible pilot study using this type of WPAF. The Committee discussed several issues related to "document control" associated with electronic WPAF's. Following discussion, the Committee agreed that if the Provost is willing to read files in an electronic format, the presiding member of the Committee will contact Jean-Pierre Bayard to request an outline for the pilot study he proposed at the meeting of February 4, 2014, for the Committee's consideration.

2. Subcommittee reports, discussion and action

- a. Subcommittee I (Roberts, Jones, Mayes) is considering a new ARTP policy from the Department of Gerontology. It is waiting for a response from Teacher Education to clarify language in its proposed change pertaining to electronic submission of student evaluations.*
- b. Subcommittee II (La Rocco, Dube) presented its report pertaining to proposed changes to the ARTP document of the Department of English. Following discussion, the subcommittee retained jurisdiction of the changes pending suggestions to the Department about inclusion of additional language in the document. The subcommittee is waiting for a response from Education Leadership and Policy Studies to clarify language in its proposed change to electronic submission of student evaluations.* Proposed changes to

the ARTP documents of the Departments of Anthropology and Art are pending in the units.

- c. Subcommittee III (Turrill, Dammel, Shaw) presented its report recommending unconditional approval of the revised proposed changes to the ARTP document of the Department of Philosophy. Following discussion, Dammel made and Turrill seconded a proposal to approve the report. The Committee agreed. The Subcommittee is considering proposed changes to the ARTP documents of the Departments of History and Biological Sciences.
- d. Subcommittee IV (Dillon, Hall, Gee): Proposed changes to the ARTP document of the Marketing and Supply Chain Management Area in the College of Business Administration are pending in the unit. Proposed changes to the ARTP document of the Department of Speech Pathology and Audiology have been returned to the unit for suggested revisions. Proposed changes to the ARTP document of the Department of Child Development* are pending in the unit.

*Note: The College of Education is in the process of preparing a new ARTP document to reflect its new organizational structure.

Adjournment

The Committee adjourned at 4:55 p.m. It will reconvene on Tuesday, April 1, 2014. The RTP calendar and the formula to govern promotions will be on the agenda of April 1 or April 15.

These minutes were prepared by Marsha Dillon.