

Meeting was held remotely (Webex) because of the weather conditions (snow)

Present: Matthew Frank, Melha Mellata, David Peterson, Omar Smadi, Arnie Cowan, Qian Wang, Darren Berger, and Dawn Bratsch-Prince.

Absent: Sarah Bennett-George, Ajay Nair

1. Meeting was called to order by the chair at 1:05 PM.

2. Approval of minutes from 2/23

- Chair asked for a volunteer to take notes. Smadi volunteered
- Chair asked for any changes to the minutes. None presented
- Minutes were approved

3. Committee updates (CC, Documents, CDDR)

- No updates

4. Regents Award proposed changes (Bratsch-Prince)

- Goal:
 - o change language to ensure term faculty are included
 - o change eligibility criteria to be more consistent with other regent universities
- Discussion:
 - o Time requirements
 - o Continuous service
 - o Eligibility requirements
- Changes agreed to:
 - o Adding term
 - o 5 years of service at ISU
 - o No previous recipients are eligible
- Moving forward:
 - o Matt will discuss with FS EB and decide on process
 - o Change will be effective on June 2023 when awards are updated

5. Procedures manual, style guide, and process flowchart (*Task Force*)

- Omar presented the work done by the Documents Committee. Highlighted areas of changes which are needed, missing or not-updated information, and additional details which might not be necessary of the manual
- Discussion on how extensive this effort might be
- Need to discuss with Ms. Angstrom the reminders and request she communicates to Councils and Committees
- Decide how to proceed

6. Section 3.3.2 Term Faculty Appointment

- Current language in Section 3.3.2 “*Positions that primarily perform administrative functions instead of faculty responsibilities are not permitted*” might need to be removed. Examples exists of term faculty holding such administrative positions.
- Will be discussed during next meeting

7. Meeting was adjourned at 2:03PM