COLES FACULTY COUNCIL MEETING
January 23, 2017

Attendance: J. Herbert, D. Lester, T. Kolenko, X. Huang, S. Gupta, M. Caylor, T. Miller

I. Meeting called to order by J. Herbert at 1:03pm

II. MOTION: Motion to strike two sentences in the November 7, 2017 minutes (Page 1, Section VII., item i.) by J. Herbert; seconded by D. Lester; all in favor

III. MOTION: to approve November 7, 2016 and December 5, 2016 minutes by S. Gupta; D. Lester seconded; all in favor

IV. COLES COLLEGE FACULTY AWARDS:
   a. ACTION: J. Herbert to send reminder email to Coles faculty
   b. It was decided upon to address the issue with the Research Committee about their awards at a later date
   c. ACTION: L. Oder to send directions to CFC members on how to access award folders on I:drive
   d. ACTION: D. Lester to provide master list to committee with Winners of previous awards
   e. After much discussion with regard to the process of evaluating applications, the 1-10 point system used last year was the final decision. Rankings and rubric processes were discussed as potential options
   f. The evaluation process was discussed and verified as:
      i. Application deadline – **FEBRUARY 15, 2017 @ 11:59pm**
      ii. Applications to be delivered by D. Lester on **FEBRUARY 16, 2017** to Department Chairs for review and to be completed by **FEBRUARY 22, 2017**
      iii. Committee to begin their individual evaluations beginning **FEBRUARY 16, 2017**
      iv. D. Lester to provide master list to CFC committee members on **February 16, 2017**
v. All committee members to submit their anonymous evaluations of all faculty awards to T. Miller by March 3, 2017
vi. CFC will evaluate the applications and submit their determinations to Dean for final decision of winners at the March 6, 2017 CFC meeting

V. PERSPECTIVES ON GLOBAL ISSUES WORKSHOP:
a. Upon the Dean’s request, CFC will be evaluating the applications for this award as was done last year
b. There are two applications currently ready for evaluation
c. The application deadline was January 19, 2017
d. ACTION: J. Herbert to provide the two applications to L. Oder
e. ACTION: L. Oder to post applications and criteria on the I:drive for evaluation and inform CFC members
f. ACTION: Individual CFC member evaluations of both applicants are to be emailed to L. Oder by January 30, 2017. L. Oder will compile list of evaluations on one document and email document to J. Herbert by February 2, 2017

VI. REVIEW OF CONFLICT OF INTEREST DOCUMENT BY X. HUANG:
a. To be discussed at February 6, 2017 meeting. Objective is for committee to revise paragraph and submit recommendations for faculty to vote on adding to bylaws

Meeting adjourned at 2:24

Minutes recorded by L. Oder