I. **Call to order**
   Meeting called to order by J. Herbert at 12:33pm

II. **Attendees:**
   J. Herbert, T. Miller, J. Paul, M. Caylor, R. Vaezi, D. Lester, T. Kolenko (J. Herbert proxy)

III. **MOTION:** Elect J. Herbert as CFC chair by T. Miller; seconded by D. Lester; all in favor

IV. **MOTION:** Approve September 25, 2017 minutes by T. Miller; seconded by D. Lester; all in favor

V. **Discussion:**
   a. Awards
      i. D. Lester recommended the following adjustments to the awards narrative:
         1. Applicants allowed to apply once every 5 years with no limit to the number of times they apply in a lifetime
         2. Applicants allowed to list only the last 5 years of accomplishments
         3. Collaboration awards will also be included in the 5-year moratorium. Applicant can enter as co-applicant but cannot win the award more than once every 5 years
         4. **ACTION:** D. Lester to send narrative changes to CFC members via email. All members to respond to her with their vote on those changes
5. **ACTION:** D. Lester to speak with H. Baker on Roper & Roberts awards and report back to CFC committee members

6. There was discussion regarding the confusion around the Coles Research Award and the research award through RDC

7. It was stated that Dean Schwaig suggested the Coles Applied Research Award move to RDC

8. **MOTION:** To keep the Coles Faculty Engagement Award and Coles Applied Research Award in the CFC and remove Business Engagement from RDC made by D. Lester; seconded by R. Vaezi, J. Herbert, T. Kolenko

9. **MOTION:** For the Coles Applied Research Award to move to the RDC by J. Paul; seconded by T. Miller and M. Caylor; D. Lester opposed

b. Online courses being failed multiple times by students
   i. It was discussed that faculty are concerned about the number of failures allowed in online classes
   ii. The new policy was discussed with no one being clear on the limitations being enforced
   iii. **ACTION:** D. Lester to speak with H. Baker on new policy

c. New firearms discussion
   i. D. Lester stated that several faculty members requested that she make known to the CFC of their concern regarding faculty not being allowed to have a gun in their offices
   ii. Those faculty members would like the BOR to revisit the ruling

VI. The bylaws were discussed as being on the next meeting’s agenda

VII. **MOTION:** To adjourn meeting at 1:45pm by J. Herbert; seconded by J. Paul and M. Caylor; all in favor

Minutes recorded by L. Oder