I. Call to order
   J. Herbert called meeting to order at 2:20pm

II. Attendees:
   J. Herbert, J. Paul, T. Kolenko (J. Herbert as proxy), S. Vaezi (S. Gupta as proxy)

III. MOTION to approve April 17, 2017 minutes made by S. Gupta based upon a request
     for clarification from the Dean Schwaig regarding the scholars program (#15 on April
     minutes); seconded by J. Herbert and J. Paul.

IV. Discussion:
   a. It was decided to postpone the election of the CFC chair until more members were
      present.
   b. It was decided to postpone discussion of the awards until D. Lester was present.
   c. There was discussion regarding the Coles Bylaws needing to be updated, as they
      had not been since 2010. This would be a good time for collaboration as most
      departments are updating theirs as well.
   d. Adult Learning Committee – it was discussed that this be postponed until next
      meeting as most were unaware of this committee and who will be the representative
      for Coles.
   e. ACTION: J. Herbert to recommend to Dean Schwaig to appoint an interim Coles
      representative until a permanent is selected.
   f. ACTION: J. Herbert to recommend to Dean Schwaig to keep a list of all
      appointments on the intranet.
   g. There was discussion about needing clarification of the responsibilities of
      individuals in charge of the scholar’s program.
   h. ACTION: J. Herbert to request that X. Huang come back to a CFC meeting to
      discuss highlighted sections of bylaws provided by him.

V. MOTION to adjourn meeting by J. Herbert; seconded by all

Minutes recorded by L. Oder