Present: Stacy Bacigalupi, Glenda Bro, Mike Dowdle, Hal Hoffman, Jim Jenkins, Carolyn Kuykendall, Elizabeth Lobb, Bob Stuard, Margie Whalen, Jeanne Marie Velickovic, John Vitullo

<table>
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<tr>
<th>Item</th>
<th>Comments/Discussion/Outcome</th>
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<td>Minutes</td>
<td>Minutes for May were unavailable</td>
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| Announcements       | • Requests for faculty positions will be ranked at our September Division Meeting  
• Instructional Equipment requests need to be submitted to the Division by the end of the semester  
• Outcomes still need to be input into TracDat  
• Jeanne Marie will take vacation June 16-27; Jim will take vacation July 18-August 18  
• A list of Division courses and degrees in the pipeline at various stages was provided; Jeanne Marie will notify Chairs of course awaiting approval at the Chancellor's Office  
• Carolyn Kuykendall talked about the Honors Program, mentioning that the Summer 2014 pre-honors ENGL 68 class has 19 students enrolled and that there are plans for an Honors Academy, etc. |
| Discussion          | Adjunct Evaluation Process:  
• Jim circulated the Contract requirements regarding teaching expectancies (18.B), and thanked the Chairs for doing an excellent job completing their H.8 forms  
• There was discussion of the rating of adjunct faculty and what criteria should be considered (teaching vs. administrative responsibilities) in deciding between assigning a rating of 1 or 2 and 3 or 4  
Vetting Division-wide Request for Faculty Position (RFP) Criteria:  
• Requests for replacement of faculty who do not complete the tenure process will go to the top of the ranking  
• The Chairs reviewed the draft RFP criteria and proposed some revisions; Jim will revise and send out a final draft  
• The Chairs will review and submit their ratings of each submitted RFP requests (including their own) prior to our September Division Meeting |

Respectfully Submitted,

Jeanne Marie Velickovic  
Associate Dean