Present: Elizabeth Allman, Chris Fallen, Bella Gerlich (Ex officio), Galen Johnson (called in), Leslie McCartney, Walter Skya, David Valentine

Absent: none

Meeting called to order.

Minutes of November 17, 2014 meeting approved and accepted.
Agenda approved.

Resumption of reviewing department chair comments about the Department Chair Policy. Chris made changes as we went. The committee decided:

Comments from Debra Jones – Part 2, B1. Decided to leave as is.

Comments from Cecile Lardon – her comments are now irrelevant as document has changed since the comments were made.

Comments from John Rhodes - grammar in various clauses amended.

Chris to forward to Administrative Committee.

We have been assigned to revise the by-laws for the committee; reorganize them and separate out the purpose of committee from organizational issues. Chris will share on google his initial attempt to revise, please review draft during holidays. Main changes in language, track changes on word document. Vote on this in January. Doodlepoll to be done in January. Next Ad Com is Friday, 23 Jan. Try to meet on Monday January 19 or 20, 2015.

We need to work on Joint Appointment procedures.

Review the Student Code of Conduct over the holidays. Board of Regents wants it unified across all campuses.

Dean policy resolution was discussed. Should this be taken to the Administrative Committee?

Meeting adjourned.