

**Faculty Committee Meeting Minutes**  
Tuesday, October 14<sup>th</sup> 2014

Meeting was convened at 4:02 PM in NB 1051.

**Meeting Facilitator:** Lynda Robinson, Chair

**In attendance:** Saeed Ahmad, Douglas Catterall, Jenel Cavazos, Mike Husak, Lynda Robinson (Chair),  
Joanni Sailor, Kerri Stephens

1. Chair distributed the agenda of the meeting. Secretary distributed minutes of the September 10<sup>th</sup> 2014 meeting.
2. Saeed Ahmad's motion to approve the minutes, seconded by Jenel Cavazos was accepted unanimously.
3. The committee members shared their findings about the overload policies of different universities in the region. Lynda Robinson shared the data collected by Abbas Johari who could not attend due to a teaching assignment. The committee recommended that the normal teaching load for the summer term should be defined as "an instructional load of eight hours" and this definition should be included in the faculty handbook.
4. The committee discussed the possibility of creating an "Adjunct Faculty Award for Excellence in Teaching" for adjunct faculty members who have taught two or more semesters at Cameron University. The criteria for the award will be similar to that for the "Faculty Award for Excellence in Teaching".
5. The committee looked at the grievance policies and procedures from other colleges in Oklahoma and found that some of them are more clearly laid out as compared to ours. For the next meeting, the committee members will look at the employee handbook, faculty handbook and the student handbook to see if the grievance policies and procedures described in the three handbooks match and that there are no glaring differences.
6. Date and time for the next meeting will be decided through a doodle poll.
7. Meeting adjourned at 4:54 PM.