1. Review of minutes from April 2019 meeting- (no April minutes)
2. Status of Appointments:
   - 2017-2020 Lisa Doner, Chair (on sabbatical Fall 2019)
   - 2018-2021 Rebecca Grant (interim Chair)
   - 2017-2020 Laura Tilghman
   - 2019-2022 Hyun Joong Kim
   - 2018-2021 Aparna Waghe
   - 2019-2022 Alice Pearman
Welcome to our observer, Sriharsha Mallapuram

3. Faculty Handbook revision: (see motion)

**MOTION:**
The Steering Committee shall organize a Task Force of appropriate size and consisting of a representative cross section of faculty constituencies in order to update the Faculty Handbook. A number of changes must be considered, including details about promotion requirements for non-union represented Faculty; areas where the AAUP bargaining agreement should be referenced for those faculty in the bargaining unit; and information that has simply grown outdated and needs to be examined and updated. This Task Force shall be made up entirely of faculty, though testimony from other members of the community is certainly welcome. This task force shall work with Faculty Welfare Committee and Academic Affairs Office, with the goal of reporting back to the full faculty with an updated Handbook by April 2020. The chair of the Task Force shall be appointed by the Faculty Speaker. (Submitted by Alice Pearman).

**Discussion Notes regarding Task Force:**
(as per May Faculty mtg, appendix d)
- HR
- Registrar
- Academic Affairs
- Library
- Curriculum and Gen Ed Committee
- Unions
- Alice will review the current handbook and send email detailing sections for review to committee before next meeting. The committee will split-up sections to ask for feedback from various campus groups
- The updated Faculty Handbook with be published using Pressbooks for ease of future updates and accessibility.
- Rebecca will contact Mary Earick, Faculty Speaker, to send an all-faculty email for volunteers for this Task Force.

4. Non-tenure/non-union faculty concerns/issues (discussion)
   - Promotion and tenure- current policies, working group, and P&T meetings discussed.

5. DegreeWorks- discussion in relation to advising needs

6. Discussion of a faculty survey for current feedback- to include course caps and workload
   - This will be an agenda item for October mtg.

7. IPAC (Intellectual Property Advisory Committee): discussion

8. Fall 2019 meeting dates:
   - F 10/11
   - F 11/8
   - F 12/13 (if needed)

7. Adjourn 3:45pm