

Personnel Policy Committee (PPC)

Minutes  
*April 17, 2024*

**Attendees:** Mike Shea, Laurie Bonjo, Mike Sormrude, Virginia Metaxas, Chris Budnick, Alison Wall

12:10

Minutes of April 3, 2024 Approved (unanimous)

OLD BUSINESS

- Resolution to Address Issues Related to Category 6, Record of Disciplinary Action
  - Weighting disciplinary action in P & T file evaluation process
  - Motion to Approve: 6 in favor, 0 against
  
- Resolution to Make Part II.A.1.b.1 consistent with CBA Article 5.3.3.
  - an issue in the [P & T Procedures](#) (FS approved May 3, 2023) document. Delete “Instructor” and replace with “Assistant Professor”
  - Minor editing suggestions – “years in rank” rather than “years in service”
  - Motion to Approve: 6 in favor, 0 against
  
- Resolution for Information on P & T Committee Internal Procedures
  - Motion to Approve; 6 in favor, 0 against
  
- Resolution for Information on Service Statement
  - Motion to Approve, with change to remove “fulfilling”
  - 6 in favor, 0 against

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Tabled for future discussion:

- P & T Guidebooks: review and determine if updates are needed and make recommendations; determine purpose and therefore existence of the guidebooks

- Discussion regarding the necessity of the guidebooks and the difficulty of updating five separate documents (Procedures and each of the four guidebooks)
  - What is the support system that could replace the guidebooks (if it exists)?
  - Could AI or the switchover to Interfolio support replacement of the guidebook (technology impact)?
  
- Academic Advising
  
- How to factor in academic advising to further clarify in the faculty evaluation categories? How is academic advising viewed/evaluated in the renewal, promotion and tenure documents?
  - Changes being introduced in Fall 2024; want to expand the role of academic advising into mentoring students for first year and beyond.
  - Launching academic planner tool to work with degree evaluation
  - Conversation about what role departments want to take and be accountable for in advising
    - Accountability approach versus incentive approach (cultural shift)
    - Resolution as first approach to request load credit designation
  - Ensuring that the workload doesn't just fall on non-tenured faculty or certain demographics (which category of evaluation – how to include it in professional assessment post-tenure)
    - What is the minimum standard for advising and what goes beyond (e.g. faculty who send out pins versus faculty who take a more consultative/mentoring approach with multiple meetings, advice for future paths, etc.)
    - How does it get enforced?
    - Should there be a sliding scale for credits (e.g. if above 10 students, start receiving load credit)

Use central document as tool to promote good advising  
 May not be wise to include in evaluation documents, due to inequities of assignment, ambiguity in evaluation (qualitative, quantitative). Difficult to assessment  
 Recommend that it be included in Department bylaws or other guidelines – documentation

Recommended Solutions from Committee

  - No action on evaluation documents – leave status quo in place
  - Recommend use of Central document, with input from advising office
  - Recommend Departments develop equitable guidelines around advisement  
- Benchmarking:
  - [ExpectationsforFacultyandAdvisors.pdf \(ccsu.edu\)](#)
  - [Faculty Advising Resources - Eastern \(easternct.edu\)](#)
  - [Advising Resources for Faculty and Staff | Southern Connecticut State University \(southernct.edu\)](#)

NO NEW BUSINESS

Meeting Adjourned at 1:25 pm