Final IAF Meeting  October 15, 2003

Members Present:  Ginny Richerson, Chair, Joe DeBella, Dana Harader, Tom Lough, Pam Matlock

Minutes:
The purpose of the meeting was to discuss the final sections of the IAF.  Ginny Richerson and Dana Harader submitted a revised draft of these sections of the IAF.

Revisions were discussed in Part One, Sections I–III and included:

-Purpose Part II – Minor wording changes to clarify were made.

-Procedure – Part III:
  #3 The option of completing an IAF was removed;
  #8 remove “formal and timely” meeting;
  #9 wording to include “merit money”,
  #10 rankings provided on request,
  #11 removing “retired faculty” and adding a separate component in # 12 outlining an abbreviated IAF requirement for retired faculty in order to receive across the board pay increases.

-Section IV Revisions:
The Department Chair will select the members of the DEC from tenured faculty.  #2 was basically eliminated.  Wording and punctuation changes were made to other numbers to clarify meanings.  #7, 8, and 9 were eliminated.  The evaluation of the committee member’s IAF will be completed by the chair and the other member.

Other formatting changes were made to make the document easy to read.

These final suggested revisions will be reviewed by committee members and then be submitted to the Department Chair.

The scheduled October 20 meeting will be cancelled unless further modifications are necessary.