

**CTRF Meeting #4**  
**Tuesday Sept. 20<sup>th</sup>, 2022**  
**11:00 – 11:30 AM**

**Meeting held electronically via Zoom**

**Members in attendance:** Drew Brodeur (Chair, CBC), Izabela Stroe (PH), Althea Danielski (HUA), Suzanne LePage (CEAE)

- 1. Call to order.** Chair Brodeur called the meeting to order at 11:00 AM.
- 2. Review and approve minutes from meeting #3.** The committee approved the meeting #3 minutes with minor adjustments.
- 3. Evaluate survey results and discuss/prioritize.** Kimberly LeChasseur emailed the link to a Qualtrics survey. Chair Brodeur will compile results and distribute to committee members prior to next meeting with the goal of accommodating people who requested meetings soon.
- 4. AAUP salaries.** Chair Brodeur reported that no data is available through AAUP, although AAUP does want to have access to that data as well. The committee discussed possible approaches toward collecting and measuring data from colleagues in a way that respects privacy. Committee member LePage will make an initial draft of a survey and circulate, with Kimberley's assistance.
- 5. TRT mailing list and Provost Communications.** The mailing list has been provided to the committee, and we now have access; the committee is waiting for final list of all faculty so Secretary Aguilar can ensure that mailing list is complete.
- 6. Tenure/admin review rules from Faculty Handbook.** Chair Brodeur is still reviewing the handbook; all CTRF members should also review to determine if updates/improvements are warranted. Kimberly LeChasseur is separately meeting with the provost to discuss tenure/review process with first two cohorts. Agenda may be specific to application details, but committee members discussed whether a CTRF member should also attend. Committee member Izabela will follow up to ascertain the agenda.
- 7. Plan invited guests for future meetings, starting on 9/27.** Next week, our first guest will discuss requirements for certain titles. Likely, there will be overlap with agenda items expressed in prior communications and the survey. CTRF's second guest will join us the following week.
- 8. B-Term Meeting Schedule.** Chair Brodeur will ask Secretary Aguilar to create a When2Meet for B-term CTRF meetings.

**The meeting was adjourned at 11:30 pm.**

**Respectfully submitted,**

**Joe Aguilar**

**CTRF Secretary**