

Committee on Teaching and Research Faculty (CTRF) Meeting #19 Minutes
Thursday 3/21, 2024
1pm-2pm

Meeting held in person and on Zoom

Members in attendance: Drew Brodeur (Chair, CBC), Joe Aguilar (Secretary, HUA), Althea Danielski (HUA), Steve Kmiotek (CHE), Izabela Stroe (PH)

1. **Review/editing/approval of minutes from 3/14.** Minutes #18 were approved with minor edits.
2. **COG update.** Committee Members Kmiotek and Danielski reported on the last COG meeting. Toward the end of the meeting, COG discussed CTRF's continuation along with the possibility of getting representation of teaching faculty on CTAF and COAP.

COG also talked about the motion for election eligibility, in-progress guidelines for filling academic administration positions, and upcoming committee elections, including CTAF and COAP.

We urge all teaching faculty to vote.

3. **Teaching faculty attendance at faculty meetings.** The Secretary of Faculty has asked members of CTRF for advice on how to encourage more teaching faculty to attend the faculty meetings. Teaching faculty can now vote, so it's important they make their voices heard at meetings. CTRF would like to remind all faculty they can attend faculty meetings on Zoom if they can't make it in person.
4. **Workshopping motions**
 - a. **Sabbaticals for recently tenured TPT folks.** The Committee reviewed the draft of the motion Chair Brodeur composed and agreed that it looks good.
 - b. **Promotion package materials for Instructors.** The Committee together discussed drafting the motion to clarify Faculty Handbook language related to promotions for Instructors.

The committee adjourned at 2:00pm.

Respectfully submitted,
Joe Aguilar
CTRF Secretary