In attendance:
Jessica Chew
Jeremy Gombin-Sperling
Jill Jacobson
Hong Jiao
Elisa Klein
Jennie Lee-Kim
Dan Levin
Yang Liu
Kelly Lee
Dawn Martin
Melanie McLean
Charm Kinya Mudd
Colleen O'Neal
Maggie Peterson
Shannon Pokorney
Dian Poore
Madeline Brooke Reich
Jennifer King Rice
Olivia Saracho
David Weintrop
Peggy Wilson

Meeting opened at 9:03 with the reading of the November minutes.
Kelly moved to approve; Dian seconded. Approved

**Dan's Report:**
1) CoE is getting an almost-million dollar enhancement to support the teacher education pipeline. Dean will use it for hiring a recruiter and supporting teacher preparation programs. (almost $900,000) Dan would also like to see some of it used for scholarships. Make sure that Jennifer knows funding is equally important for other candidates besides teacher prep, such as counseling. Dian suggested pulling Kurt Sudbrink into the conversation.
2) Kirwin Commission: much of it deals with pay boosts for teachers, reducing class sizes, and a decreased emphasis on master's degree requirements. We should be leading toward National Board Certification programs
3) John King will be the speaker at the December graduation (Wednesday, Dec. ___ at 2:00, Clarice Smith Center.
4) Diversity and Inclusion Committee: Dan wants to discuss the timing of the next Dean's Open Forum.
5) Mentorship: Dan has put Jill in touch with Kerry Anne O’Meara regarding workshops on advancement for both tenure and professional-track faculty.
6) Dean's Speaker Series: JKR says the most positive response was for Prudence Carter. Marian Wright Edelman was the second choice.
7) JKR's leadership group is not in favor of having various break-out groups at the upcoming spring Retreat. We may have table discussion on the 3 big ideas. A lot will include Diversity & Inclusion and Civil Discourse. She is looking into having an outside facilitator conduct the proceedings.
8) Committees: At last week's steering committee, each of the committees
   a. Awards -- Jessica Chew is spearheading the program. Criteria have been sent to the College. Hakim Scott is helping with the staff awards. Dan asked whether the excel sheet has been put together; Kelly says it has. Colleen asked whether Dan has talked with the Council of Chairs; he said yes, and he has received some input from them.
   b. Faculty Affairs -- Jill reported for us. She described the letter she drafted to the Dean about our concerns. From feedback, we're hearing that PTK faculty and staff are not feeling confident about opportunities, professional development, and/or process. Peggy asked whether JKR has read and responded to the letter. Dan recommends that we move forward with Kerry Anne's offer to provide information, and Dean Rice has requested that we coordinate with Kerry Anne about brokering those who need mentors with those who want to mentor. Kelly reiterated that there is a desire for one-to-one mentorship, not just workshop types of things. Maggie mentioned that JKR wants us to tap and utilize the systems for mentoring that are already in place. Dan responded that we have a lot of agency for things that are initiated through the committee. Kerry Anne should be our point of contact. Maggie asked if there's a model somewhere in the College where mentoring is working well. Jill suggested maybe a survey of the College to find out people's thoughts on this. Dan thinks it's more of an issue for professional track faculty than tenure track. Mentors should not be a person's direct supervisor. Dan reminded us that this discussion should be cross-College, not just in our respective departments.
   c. Diversity & Inclusion -- Madeleine reported. The name has officially changed to D & I. They created a mission and a philosophy. Mission includes what will be done; philosophy describes how they'll be done. The full document can be found on our team drive under committees.

New Business:
1) Colleen asked about how we can support post docs in mentoring. Why aren't all the post docs listed somewhere?

2) Dan asked for a report from Dian about staff affairs committee. She noted the boxes that are in place for collected school supplies for Mother Jones School. Val is the chair of that committee. The deadline has been extended into January.

3) Dian told us that the benefits system is migrating online as of January 1. She expects it to be rocky, at best, during the transition.

Announcements
Retreat is scheduled for February 1.
Next meeting is scheduled for January 25th, 2019.

Official adjournment occurred at 10:08, when we moved into committee meetings.