

Faculty Leave & Substitute Pay

June 20, 2011, 9:00am-10:00am

Attendees: Chien Shih, Nancy Chao, Susan Malmgren, Suzanne Pfeiffer and Kari Elliott (note taker).

Objectives:

1. Define team structure.
2. Define timeframe/schedule.
3. Define scope/definition.

Team Structure:

1. Include Gigi Gallagher, Cynthia Smith, Patty Jobs and Debbie Haynes.
2. Involve deans at later time.

Scope Definition:

1. Get feedback from colleges at first meeting.
2. Use a fill able form; alternative to EPAF – Susan will develop specs.
 - Current paper form missing information (for staff to fill out not faculty).
 - Need everyone to agree on all fields.
 - Will need Faculty Association's blessing before using electronically.
3. Take care of Faculty Leave and Substitute Pay at the same time.
4. Meet every other week for 1 hour.

Schedule/Timeframe:

0. Draft specifications – complete by mid-September.
1. Form ready (plus process) – complete by end of September.
2. Faculty Association's approval – end of October.
3. Deans Input – end of November.
4. Final approval of specs – mid-December.
5. ETS programming – complete by end of February.
6. Testing – March.
7. Roll out – end of April (Spring Quarter).

Next meeting, July 12, 2011, 9:00am-10:30am at Foothill, D260.