I. Chair’s Report – Tanya Golash-Boza
   A. Meeting of the Division November 28
   B. Division Council meeting December 1
   C. D&E’s memo on faculty positions with stipends was submitted to the Senate Chair on November 30.

II. Vice Chair’s Report – Wei-Chun Chin
   A. Periodic Review Oversight Committee meetings November and December

III. Consent Calendar
   Action: approval of draft October 18 meeting minutes  Pg. 1-7

IV. Second Annual Faculty Mentoring Luncheon – Tanya Golash-Boza

Chavella T. Pittman, Associate Professor of Sociology at Dominican University, is a potential speaker to visit UCM in spring semester to provide input on the topic of bias in teaching ratings/evaluations. On December 5, Chair Golash-Boza met with APO and the Vice Provost for the Faculty to discuss logistics, topics for discussion, and suggested campus constituents with whom Professor Pittman should meet. VPF Camfield will attempt to find an alternative speaker using the President’s Postdoctoral Fellowship Program network. If this attempt is unsuccessful, then Professor Pittman will be formally invited to campus.

V. Consultation with VPF Camfield
   A. Content of school solicitation letters for the evaluation of candidates for tenure and promotion. How to ensure that external reviewers understand UCM’s stop-the-clock provisions.
   B. Collecting data on LGBTQ status for faculty
   C. Use of diversity statements in the hiring process
   D. Use of contributions to diversity statements in advancement reviews
   E. Creation of a D&E subcommittee on LGBTQ issues. The committee need not meet regularly but serve as the point of contact for any concerns.