

**MINUTES: Promotion & Tenure Advisory Committee**
**Date: January 26, 2016**
**Time: 12:00p.m – 1:30p.m.**
**Location: D4-16**
**Present:** Drs. Marcio Guelmann, Jeannine Brady, Edward Chan, Luciana Shaddox, Valeria Gordan, Marc Ottenga, Shannon Wallet and Clay Walker

**Excused:** Dr. Abi Adewumi

**Support:** Christina Perez

<b>AGENDA</b>	<b>Discussion</b>	<b>Action</b>
<b>Welcome</b>	Call to order at 12:05p.m.	No Action.
<b>Review/Approve Meeting Minutes</b>	The minutes from December 1, 2015 meeting were reviewed and approved.	Christina Perez will post minutes on committee website.
<b>Review of Committee Communication</b>	The committee reviewed a presentation to be presented to all faculty.	Suggestions and edits were proposed. Communication to be sent out to chairs to ask for time in departmental meetings to present on P&T
<b>Next meeting</b>	The committee decided that the February 23 <sup>rd</sup> meeting was not needed.	Christina Perez to send cancellation notice.
<b>Adjourn</b>	Meeting adjourned at 1:05p.m.	No Action.

**\*NEXT MEETING:** May 24, 2016