1. The November 26, 2018 Minutes were unanimously approved.

2. Discussion on criteria for pilot program
   - selection amongst all the schools
   - preferably 10% of faculty in each school
     - will have different numbers depending on size of school
     - 1 course per faculty member
   - faculty members who are willing to offer up one course for which we have at least one semester of historic data within the last 2 years
   - doesn’t have to be tenured faculty, but will be marked as not tenured faculty
   - evaluations will be protected during reappointment and tenure proceedings
   - adjuncts included
     - must teach more than one section of the same course or more than one course

3. Special Leave Applications
   - Caroline will scan all Special Leave applications and 6.19 Load Reduction applications and upload to a site on Blackboard titled “FAC- Special Leaves”
   - only faculty members of Faculty Affairs Committee are included
   - meeting to approve all leaves will be held on Thursday, January 3 at 9am