**Merit Review Committee**

**Minutes**

**March 25, 2011**

Attendance: Chris Kefauver (co-chair), Lisa Ingram (co-chair), Mike Koon, Steve Woodburn, Tony Vavra, Megan Deichler, John Plesa, Kathy Herrington

The meeting was held at 2:00 pm in the Culinary Arts Dining Room for the purpose of reviewing the submitted merit review packets.

A total of five packets were submitted for review. Since all submissions were from committee members or division chairs, the two administrators (M. Koon and S. Woodburn) completed the first two reviews of each packet.

After completing the reviews they presented their individual scores to the rest of the committee in order to complete the master data sheet. There were no questions concerning the packets.

Recommended points and merit levels will be submitted to Dr. Olshinsky for final determination of levels.

Committee members offered the following recommendations for further clarifications:

* Add a statement to the Merit Summary Sheet noting the three activities (9, 17, 18) that must have an additional activity completed to meet the job description prior to merit points being awarded.
* T. Vavra will revise the two merit forms so that they will allow the preparer to type on the form without losing formatting.
* Add a certificate of presenter to the allowable documentation for presentation at a conference.

Meeting adjourned at 3:00 pm.

Respectfully Submitted

Lisa Ingram

Merit Co-Chairperson