**TAPC meeting minutes**

**12/7/2021**

In attendance: Scott Winterstein, Deanne Kelleher, Jackie Jacobs, David Gilstrap, Maria Lopez

Old business:

1. Tip sheet for promotion and tenure -> email in to Kelly Millenbah and Lisa Duffey to get on agenda for chairs meeting
2. Grad student mentor evaluations -> no updates
3. Mentoring and hiring evaluation -> draft questionnaire to review in teams.
	1. Suggested to add more detail, separate tenure and non-tenure mentoring questions (added to questions 1 & 3)
	2. Also clarify mentoring of undergraduate or graduate students
	3. Goal to send out by the beginning of new year (2022)

New Business:

1. Focus group in department of teaching faculty and how it went this semester
	1. Deanne Kelleher will reach out to organizers in her department to potentially share across other departments in the college
2. University may shift to course enrollment by semester, as with other Big 10 universities