A meeting of the Promotion, Tenure, and Evaluation Working Group was held on November 2, 2016. Ryan Zerr presided. Members present included Diane Darland, Birgit Hans, Darlene Hanson, Kathryn Rand, Chih Ming Tan, Sean Valentine, and Katrina Kriewall (recorder).

1. **Welcome & approval of minutes**
   Minutes from November 2, 2016, were approved as written.

2. **Updates [standing item: informational]**
   a. Status of three initiatives: Annual PTE process; Essential Elements; Working Group
   b. Communication plan subgroup update was provided by Chih Ming Tan.

3. **Working draft status of PTE section of Faculty Handbook [Ryan Zerr]**
   The group discussed the sections in the working draft of the document that were identified as having gaps.

4. **Next meeting**
   a. November 21, 1 – 2 p.m., Twamley 305