A meeting of the Promotion, Tenure, and Evaluation Working Group was held on November 2, 2016. Steve Light and Ryan Zerr presided. Members present included Darlene Hanson, Margi Healy, Sima Noghanian, Mike Poellot, Kathryn Rand, Chih Ming Tan, Anne Walker, and Katrina Kriewall (recorder)

1. Welcome & approval of minutes
   Minutes from October 27, 2016, were approved as written.

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

3. Working draft status of PTE section of Faculty Handbook [Steve Light and 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 16, 3:30 – 4:30 p.m., Twamley 404