1. Previous Meeting Minutes Review and Approval
2. Special Charges
   a. Meeting Minutes shall be reasserted as already a part of the code and bylaws to committees. Exec liaisons shall be responsible for reminding their committees to turn in minutes to LFPA Exec Secretary.
   b. Ada had a conversation with Admin about keeping LFPA membership records and other records that are consistent from year to year. The human resources officer and her/his assistant will now be responsible for keeping these records.
   c. Ada will send Special Charges out to all of LFPA.
   d. Committees should confer with liaisons to voice any concerns about Special Charges.
3. Faculty Evaluation Plan
   a. Started to review plan line by line.
   b. George will produce examples to supplement the section currently comprised of lines 53-55.
   c. Determined that the variation and difference between what individual Library Faculty do should be described in more detail.

Next Meeting:

- LFPA Exec to review Standing and Special Charges – come with any suggestions/ideas
- Prepare to continue working on Faculty Evaluation Plan beginning on line 86.
- Ada will schedule another time for Exec to meet between now and the 14th of Sept. to expedite work on the Faculty Evaluation Plan.