

AMENDED mins Faculty Affairs

10/5/16

Present: James Murray (Chair), Elizabeth Bergman, Linda Dobb, Kyzyl Fenno-Smith, Maria Gallegos, Kimberly Kim, Linda Smetana, Zinovy Radovilsky. Absent: Michael Moon, Holly Vugia. Guests: Mike Hedrick, Mark Karplus

1. Introductions

2. Approval of the agenda – approved

3. Reports:

a. FAC Chair

- i. 16-17 FAC 2: Annual Goals for FAC in AY16-17 - accepted as info
- ii. Annual report of FAC from 15-16 - accepted as info

b. Presidential Appointee had no report

c. Semester Conversion Steering Committee (SCSC) report Elizabeth Bergman approved as FAC representative

4. Subcommittee appointments:

a. Lecturers: Linda Smetana

Awards: Linda Smetana, Holly Vugia

Student Eval: James Murray, Zinovy Radovilsky, Maria Gallegos

RTP: James Murray, more TBD

5. Old Business:

a. 15-16 FAC 8: New CSU East Bay Policy on Emerita and Emeritus Status

Murray will refer to Lecturer Subcommittee for additional input on inclusion of lecturers in policy.

b. 15-16 FAC 9: Response to Executive Committee referral regarding problems with usability and function of Faculty Search online application process

Sent as Information item to the Academic Senate.

c. 14-15 FAC14 will be referred to Student Evaluation of Learning Subcommittee

- i. Close student evaluations before finals week?

Murray will refer to Student Evaluation of Learning Subcommittee.

6. New Business:

a. FAC Policies and Procedures – changes or updates?

Murray reports that Article 16.1 requires language on the weighting of faculty membership by college. Further Student Evaluation Subcommittee needs to be added to listing of Subcommittees.

b. Rating of Exceptional Service applications, results due Oct 12 (2:15 pm time certain)

- i. Rubric

- ii. Application instructions

The committee entered a closed session to discuss the applications. FAC members who had submitted applications recused themselves from the committee's discussion.

The deliberating members discussed the small number of applications received and whether another attempt at publicizing the awards should be attempted.
Kim/Smetana 6/0/0 to defer consideration and re-open application period

Motion: That the deadline for submitting applications be extended to October, 28th, 2016. Applicants will be notified of the committee's decision by November 14th, 2016.

A new form with the extended dates will be distributed to faculty by FAC representatives who are asked to publicize the awards widely to their colleagues.

After returning to open session there was further discussion of editing the instructions and application form for clarity in time for Spring submission cycle.

c. Library RTP (*Presidential approval of RTP on 8/9/16*)

Fenno-Smith reports University Libraries' FAC is revising the college's RTP document to align with the newly revised campus RTP.

d. 15-16 FAC 7: Semester changes to the Appointment and Review of Department Chairs Policy and Procedures

Murray/Smetana 6/0/0

Editorial changes to reflect Semester calendar.

e. 15-16 FAC 5: Semester changes to RTP P&P

Murray will share a draft with minor revisions to reflect semester calendar. Will also Propose specific language of 'electronic dossiers'.

f. Semester changes to Constitution & Bylaws

Editorial changes to reflect semester calendar to be drafted.

g. Semester changes to Faculty Office Hour policy

Murray will refer to policy to Lecturer's Subcommittee for workload conversion of office hours.

h. Semester changes to Interpretation of Rights of Faculty with FERP and PRTB Assignments to Participate in Elections and to serve on Committees

Murray will share revised draft with the committee for review at the next meeting.

i. Senate Chair Hedrick urged revision of "Policies and Procedures Governing Faculty Participation in Appointment and Review of Administrators of CSUEB"

Dobb will bring a revised draft to the next FAC meeting.

Murray will share documents above ('d' through 'i'). Committee members are invited to review and comment the changes proposed.

7. Discussions:

a. Teacher Scholar Program (invite chair of CR next meeting?)

b. Ways to **increase response rates to online** teaching evaluations?

Deferred to the next meeting.

8. Adjournment

Murray/Smetana; by acclamation at 3:55pm.