CALIFORNIA STATE UNIVERSITY, EAST BAY

TO: The Academic Senate

FROM: The Executive Committee of the Academic Senate

SUBJECT: Proposed Faculty Support Services Advisory Committee

PURPOSE   Action by the Senate

ACTION
REQUESTED: That the Academic Senate approve the establishment of a Faculty Support
                 Services Advisory Committee, with membership as noted below; effective
                 upon the signature of the President

BACKGROUND
INFORMATION: After numerous discussions beginning last Spring and after consultation with
the Director of Faculty Development, the Executive Committee, at its meeting on October 16,
2007, proposed the establishment of a new Faculty Support Services Advisory Committee, the
purpose of which would be to provide more thorough and systematic faculty input to, and
direction for, Faculty Support Services, including the Office of Faculty Development, the Office
of Research & Sponsored Programs, Media & Academic Technology Services (MATS), and the
Online & Hybrid Support Center. However, at its meeting of October 23 the Senate declined to
support this proposal. The principal argument against it was that the committee would be too
large and too burdensome on faculty who already have too many service obligations. Since then,
however, the Director of Faculty Development, the Associate Provost, the Chief Information
Officer, and others have expressed disappointment that the Senate did not approve the committee
and have urged the Executive Committee to resubmit the proposal to the Senate. They believe
that such a committee will be useful and much preferable to using solely informal means of
obtaining advice and input. This committee is designed to create a forum through which faculty
and administrators can both voice their needs and concerns about the functioning and
effectiveness of our faculty support services and also provide an additional means by which these
services can more effectively work together.

The Executive Committee discussed the proposal again at its meetings of April 15 and April 22
and agreed to resubmit the proposal with changes. The original proposal indicated that the
committee would meet monthly. The revised version calls only for quarterly meetings. The size
of the committee has also been reduced to seven (7). The Executive Committee proposes the
membership as follows:

   By virtue of their position:
   Associate Provost (CHAIR)
   Chair, Academic Senate

   Appointed by the Executive Committee in the Fall for a one year term:
   5 faculty members.   It is expected that the committee membership will represent faculty
   with expertise and/or experience with as wide a range of areas being advised as possible.

The faculty members on the committee will hopefully include at least one person having experience with external grants and contracts and one person who regularly teaches at least one online course and is familiar with technology support issues, and one person familiar with Faculty Development services.

It is expected that the Directors of Faculty Development, Online & Hybrid Support, and Media & Academic Technology Services, the Chief Information Officer, the AVP for Research & Sponsored Programs, and the Manager of Grants & Contracts in the Foundation (or their designees) will attend meetings of the Advisory Committee in order to receive needed feedback on services and make use of the advisory capacity of this committee. This committee will meet quarterly during the regular academic year (not summer) to discuss issues that pertain to Faculty Support Services, in order to create a viable network and understanding within the various departments and committees that provide such services to faculty. The Associate Provost will chair the meetings and that office will provide agendas and materials to members, as needed. A call letter will be sent to faculty in the Fall asking for self-nominations from those interested in serving. The Executive Committee will make faculty appointments to the committee except as noted. Meeting times may vary, depending on the needs of the membership.