

CALIFORNIA STATE UNIVERSITY, EAST BAY
FACULTY AFFAIRS COMMITTEE

Approved Minutes of the Meeting of May 16, 2012

Present: Eileen Barrett (chair), Jeanette Bicais, Linda Dobb, Liz Ginno, Scott Hopkins, Ching-Lih Jan, Dave Larson, Danika LeDuc (quarter secretary), Tony Lima, Luther Strayer

Guests: Sophie Rollins

1. Approval of the agenda
M/S/P (Lima/Bicais)
2. Approval of the May 2nd minutes
M/S/P (Bicais/Hopkins)

3. Report of the Chair

Barrett reported that three items were on the most recent agenda of the Academic Senate. The item on Range Elevation was discussed. Some concerns were raised about the fact that elevation to Level D is asking faculty to do something other than their work assignment. However, Linda Dobb was not there to assure senators that the addition had administrative approval. The item will be discussed again at the next meeting of the Senate. Although not discussed at the Senate, some questions have been raised regarding the changes proposed to Administrative Review. Barrett posted the organizational chart to clearly show which positions we are recommending be omitted from administrative review. Barrett reported that the sub-committee working on student evaluations of teaching is working to align some proposed questions with our newly approved Institutional Learning Outcomes. The committee members had a video presentation from the IDEA Center, and they are considering the viability of contracting with this non-profit organization. Barrett gave an oral report to ExCom about our work this year; she will submit her final written report at the end of the year.

New FAC members for the 2012 – 2013 were elected by their colleges. From CLASS are Carl Stempel and Carlos Salomon, from COS is Kelly Fan, and from CBE is Vish Hegde.

4. Report of the Presidential Appointee

Dobb reported that there is significant interest in completing work on our Faculty Office Hour policy. She has scheduled training for chairs and new faculty on September 19th using the newly approved RTP document. Rollins has created a document highlighting major changes.

5. Old Business

- a. Policy on Emeritus/a status

Dobb has no updates at this time but will discuss with Provost. Critical line at this point is if President makes final decision. Additionally, the language has been changed to require Associate or Full Professor status (rather than Assistant). Hopkins mentioned the possibility of removing the term “tenured.” Barrett noted that since “point 3” allows for someone of any status to be eligible, lecturers could apply under the proposed document. This item will be referred to next year’s FAC.

b. Faculty Office Hour Policy

One issue is with interpretation that other faculty duties are not allowed to be restricted in CBA. Barrett shared policies at other CSU’s, the vast majority of which require three to five hours of office hours per week. Barrett also shared language she had drafted for discussion.

Bicais objected to how the proposed language ties office hours to teaching assignment for the quarter rather than service (such as advising) to the students. LeDuc feels that having assigned time releases faculty from teaching but not from their other responsibilities such as advising. Hopkins points out that there shouldn’t be a “one shoe fits all” policy because he gets around 10 visits a quarter but maybe 200 emails. Dobb said that in the contract it says office hours is negotiable. Larson points out that compared to other campuses we actually require fewer office hours of our faculty. Dobb reminded us about an earlier discussion where we thought about mentioning that three hours is the standard at CSUEB. Larson brought the discussion back to the context that if we go less than 3 hours a week we are skewed far from the mainstream of the CSU.

Motion is to keep 3 hours standard – Larson. Seconded by Bicais. Passed unanimously.

Bicais motions to keep policy as is. Lima seconds. Passed.

Barrett will include information about our decision and the reasons for it in her year-end report.

c. Policy and Procedures for Selection of Outstanding Professor

Barrett asked us to consider if we should we include the Guidelines and Calendar for Selection of Outstanding Professor. At our last meeting, we voted to take out point 6 from the Policy and Procedures since there is no longer a statewide competition. Point 12 would need to be changed since Faculty Honors Convocation will not be the venue for recognition. Barrett suggests revising the language to read something like “the award will be presented at appropriate events”, but will recommend as early as possible. This is in line with Larson’s suggestion that the time from selection to recognition be as short as possible. Other suggested revisions would be to change dates throughout to be consistent with this year’s process which worked fine, not listing times during which Senate office is open for readings, and including the election of a sub-committee chairperson . It was recommended that the requirement for course evaluations be changed to two evaluations for “each of the last 5 years.” (Strayer) This is more representative of the criterion for “superlative teaching.” Barrett suggested including these in FAC guidelines as well as a

paragraph about the origin of the award. Barrett also suggested that the congratulatory letter be redrafted. Barrett will make the above revisions to the document, email it to the committee, and then an email vote will be conducted. The document does not need to go to the full Senate, just ExCom.

d. [Acknowledgement of Faculty Achievement and Service](#)

ExCom has charged us to consider awards to honor faculty for their achievement and service. As FAC is not expected to complete this work until Fall 2012, a motion was put forward to table it for now, leaving it for the 2012-2013 academic year.

M/S/P (Hopkins/Barrett)

6) New Business

a. [Sue Schaefer Faculty Service Award](#)

The nomination period has been extended until May 16th. Two nominees have been put forward. Committee may meet on May 30th at 2 p.m. to determine the recipient of the Sue Schaefer Faculty Service Award. This will be the only item on the agenda.

7. Adjournment

M/S/P (Lima/Hopkins)