

Faculty Affairs Committee minutes  
May 6, 2015  
APPROVED MINUTES

Present: Ahiakpor, Gallegos, Ginno (Chair), Ivey, Mahendra, Murray (Secretary), Smetana, Zong  
Absent: Dobb, Moon  
Guests: Glen Perry, Mark Robinson, Sophie Rollins, Jason Singley

Called to order 2:10 pm with quorum.

1. Approval of agenda
  - Ginno proposed moving 4b to 4g.
  - Murray suggests add provost's teacher/scholar program discussion as 4h.MSPassed

Approval of minutesMS, postponed until next meeting since they were only posted tues afternoon

2. Reports

- 3a. Ginno reports that intellectual property was put on consent calendar in Senate.

Senate sent back semester calendar for revision (added to agenda as 4b, moving other items down) .

- 3b. Linda Dobb presidential appointee. Absent, no report.

- 3c. Jason reporting for Eileen SCSC report. Departments are turning in their work for implementation plans. New curriculum tracking software is being adopted and will be tested this summer and plans to be working in fall.

4. Business Items

- 4a. 14-15 ASCD 7: Semester Conversion and Sessions within the Academic Calendar (referral from ExComm on 4-21-15)

Lindsay McCrea from Nursing Department expresses interest in retaining this program under semesters. And she requests 7-week + 1 final week so two 8-week sessions during each semester.

Also discussed the issue of internships that last 10 weeks now, it might be hard to find 16 week internship that are that long. So could make them 8 weeks long instead.

FAC is charged to approve the existence of sessions, and set their length, and CIC will work out add/drop dates for the final policy.

Further discussion of how many sessions are needed during AY and during summers. Should we provide support for 1,2,3,4,5,6,7 week sessions too? Should we ask for feedback from department chairs? Liz Ginno will informally poll the chairs about need for other sessions. Perry informed us of problems in rooms being not occupied in second half of semester if only one short session.

4b. Discussion of revised academic calendar sent back from Senate on 4-5-15. Discussion of moving first day of semester later and adding 3 days to 2 day T-giving break (5-day total break). Discussion of odd Monday at last day of fall semester. Jason points out the proposed calendar has a larger than required number of teaching days so we could remove it entirely. So only 13 full weeks of classes, since two weeks lack Mondays (Labor and Veteran's Day holidays).

Eliminate last green day of class and make finals start on previous Monday, as well as 5 week Thanksgiving as well as 1 week later start in August. (This amended version of Prototype 2 is called Prototype 3).

FAC will ask Michael Moon to build this out 10 years.

MSP Ivey/Smetana, unanimous

We could also show what happens when we have 2 weeks or 3 weeks Jan intersession (Jan 6-17 or Jan 6-24, 2020). This Spring semester option would be an independent proposal.

4c. Review of Terminal degree in Engineering (revised from FAC input April 16)  
Chair of Academic Senate asked for opinion from FAC. FAC approved new document.  
MSP Smetana/Mahendra

4d. Development of permanent Guidelines and Form for Distributing Assigned Time for Exceptional Levels of Service (Interim policy outlined in 14-15 FAC 9)

Ginno reported that Dobb suggests that we change Department Chair and College Dean signature lines as "acknowledgement". Discussion of developing a rubric or more specific instructions to carefully define what comprises "extraordinary" service. Suggestion to include demographic information about applicant to give some context (committee service, courses taught, advisees handled)

Ivey suggests using blocks of text to help committee review the applications.

- Describe Activity and state the number of hours
- Explain how it goes above normal workload
- Explain impact on student learning.

Liz Ginno will write this up and consult with Linda Dobb to make proposed document to make it ASAP because of planned May 1 deadline for 15-16 RFP call.

4e. 14-15 ITAC 1: Referral on which students should be eligible to fill out evaluations

Liz Ginno says Linda Dobb says vendor says it can't be done to eliminate student reviews that are inappropriate (such as those from students who dropped the class). Discussion of why this is impossible. Liz Ginno will ask for feedback from Dobb and Wiley.

4f. Skipped by Ginno request.

4g. Syllabus policy

Discussion of how to refer students to GE learning outcomes addressed in your course, and Ivey notes that these can be several paragraphs long and suggested the syllabus just link to a specific web page where that particular GE outcome is explained in detail.

The student learning outcomes for the appropriate area(s) of GE will be included on the course syllabus of each approved GE course each time the course is taught. This information may be a link to the specific GE area. This will alert students that the course carries GE credit and will alert any new instructor that s/he is teaching a GE course.

MSP, Ivey/Smetana

NOT ADDRESSED:

4h. 14-15 FAC6: Request for reconsideration of a waiver of external search with the Appointment and Review document

5. Adjournment, 3:52pm