

Faculty Affairs Committee: AMENDED Meeting Minutes  
January 6, 2016

PRESENT: Nidhi Mahendra (acting Chair), Linda Dobb, Caron Inouye, Kimberly Kim, Diana Wakimoto, James Ahiakpor, Holly Vugia, Michael Moon

ABSENT: Jim Murray

GUESTS: Sophie Rollins, Mark Robinson, Eileen Barrett

Called to order at 2:04 pm with quorum

### **1. Approval of the agenda**

Ahiakpor/Vugia/passed unanimously (no abstention)

### **2. Approval of the 11/18/15 minutes and 12/2/15 minutes**

Discussion: Add page numbers to both minutes because of length

November 18, 2015 Minutes:

In Nov. 18 minutes, there is something omitted from second line on fourth page (minor edit for fixing spelling on Constitution); Mahendra will look into the omission and will send it out again.

Dec. 2 Minutes: Motion to approve Vugia/Dobb/passed unanimously

Corrections to make: include attendance and the votes (motion and second): will contact Gallegos who recorded minutes, and Chair Murray (for his recollection) during this meeting for information. Typos to fix for singular/plural agreement and spelling

### **3. Reports**

#### **3a. FAC Chair**

Mahendra reported that Murray has been working with the Registrar, Angela Schneider, about shorter summer sessions for different lengths. Murray recommends that he wants to update the introduction and background on the document (14-15 FAC 17). Need to include a vote tally as well. Clarification that departments already offer different lengths of sessions and the document 14-15 FAC 17 defines the length of sessions. Moving to semesters want to retain the flexibility, but need a policy on session length. Dobb asks if we should have Schneider come talk with us to craft language about working with Registrar's office. Have a time certain for next meeting.

Emeritus policy: Murray has drafted a new policy and put in some links and comments to explain choices for edits. Statewide Senate requested that the document have four sections (eligibility, procedures, honors & privileges, and responsibilities) and Murray added a Purpose section. Believes that it does not exclude lecturers, but wants feedback. Excluded assistant professor because couldn't see that there would be 12 years of service. Moon notes that if this

policy includes lecturers, then they could theoretically be a lecturer then hired as an assistant on tenure-track and the total time worked could add up to 12 years. Probably uncommon, but don't want to restrict this possibility. Dobb also notes that there are some people who remain assistant professors because they teach and do service, but didn't do enough research/publish. Vugia said that she's heard of Chairs discouraging faculty members from going for full professor for different reasons. All different circumstances could apply and we don't want to discourage them. Dobb suggests that FAC adds to the second sentence of Purpose paragraph "In recognition that research, teaching or service..."

Moved on to other reports due to time constraints.

### **3b. Presidential Appointee**

Dobb reports that we will get another referral from Senate about nominees to fill vacancies on CSUEB's Institutional Review Board (IRB). Still looking at faculty application systems (PeopleAdmin and Interfolio) – one big problem is that they won't interface with PeopleSoft. Question: Dobb asks if RTP document sent up to Senate. Sophie will make a note to put it on FAC's next agenda. Mahendra and Sophie recall we were perhaps going to take one final look at it before it goes forward.

### **3c. Semester Conversion Steering Committee (SCSC) report**

Barrett will be coming to give reports to FAC from now on. There is a faculty working group of the Administrative Support Committee; members include Liz Ginno, Eileen Barrett, Cesar Maloles. They are working with Donna Wiley to go through all Senate Policy documents to identify language to be changed in preparation for Semester Conversion. They are identifying the minor versus substantive changes and will be supplying FAC with the list of documents to help with recommendations. Expect documents coming soon.

Semester Conversion is beginning to fund programs that have applied for extra funding for converting courses to new General Education requirements under semesters. The General Education Learning Outcomes for semester courses that were developed by the GE Subcommittee were approved by CIC and put on the Senate agenda for next Tuesday by ExCom. CIC 20 is the document to look at for the GE Learning Outcomes; very important for curriculum under semesters.

Policy about implementing prerequisites: SCSC has asked that the current policy be suspended at request of Registrar's Office due to PeopleSoft complexities and the work it would take to enforce prerequisites on the quarter system. Mahendra notes that many programs do it manually now anyway and will have to continue doing it manually until the semester conversion so no change until semesters. Moon is on the committee for time modules; the committee has been working very hard (Mitch Watnik is chair) and hoping to have three or four models of time modules to look at, shortly. The SCSC will have next meeting on January 15 in UU 307; campus budget for semester conversion should be ready to be shared soon.

#### **4. Awards**

##### **4a. Review of 15-16 Assigned Time for Exceptional Levels of Service to Students applications (closed session)**

Committee will require another closed session at next meeting to complete review.

#### **5. Referrals**

##### **5a. 14-15 FAC 17: Proposed recommendations for shorter sessions under semesters**

Deferred to next meeting so that committee can meet with the Registrar to help craft language that will work for scheduling shorter sessions. Dobb suggests Registrar (Schneider) be invited to FAC next meeting to discuss particular language requirements for change to this document.

#### **6. Business Items**

##### **6a. Appointment of new FAC member to Lecturer Subcommittee**

Replacement needed for Lindsay McCrea; Wakimoto volunteers.

##### **6b. 14-15 FAC 14: Suggested revisions to the Student Evaluation of Teaching (SET) policy**

Sophie clarifies that the subcommittee changed its name to Student Evaluation of Learning, only one ExCom member did not like changing “teaching” to “learning.” Moon agrees with this comment because evaluation of learning doesn’t happen via the evaluations but through the assessments of learning outcomes in the courses. Mahendra notes that the new student evaluations include a specific prompt for students to reflect on their own learning as well. Moon says that it is an incorrect title or at least imprecise and not a good representation of the aim of the evaluations. Inouye notes that the new evaluations still evaluate teaching, but introduce some metacognitive questions, too. Inouye suggests changing the title of the policy document to “student evaluation of learning experience.” Vugia suggests “Student Course Evaluation.”

Another concern from ExCom is the lack of justification to why the evaluation period was lengthened to two weeks. Moon asks why not include final exam week in the course evaluation period. Inouye asks if the time period was extended because it is harder to get students to complete online surveys. Committee suggests addition of following for justification: “to allow students adequate time to complete the evaluations.” Dobb suggests committee will have to carry over discussion to next meeting time. Sophie will send out documents so we can work on them before next meeting.

Move to adjourn by Ahiakpor. Approved by acclamation. Meeting adjourned at 3:48 pm.

#### **NOT ADDRESSED:**

6b. Emeritus Policy referral

6c. Revision of Chair's Appointment and Review document

6d. Discussions on: Teacher/Scholar Program/Task Force and Philosophical statement on Evaluating Teaching

Respectfully submitted

Diana K. Wakimoto (and added details by Mahendra)