

Faculty Affairs Committee minutes  
October 7, 2015  
AMENDED MINUTES

Present: James Murray (Chair), James Ahiaikpor, Maria Gallegos, Lindsay McCrea, Linda Smetana, Diana Wakimoto

Absent: Michael Moon, Nidhi Mahendra, Linda Dobb

Guests: Mark Karplus, Anne Guptill, Mark Robinson, Sophie Rollins, Balvinder Kumar, Roger Wen, Mitch Watnik

Called to order at 2:02 pm with quorum.

1. Introductions

All members present introduced themselves.

2. Approval of the agenda

M/S/P Murray/Smetana

3. Reports

3a. FAC Chair

Senate discussed the status of unaddressed documents from last year that were placed with ExCom, but were never passed by the Senate. They are now back on FAC's agenda. Discussion in Senate on previous day included a suggestion that future policy might allow the new chair of FAC to agree to placing these leftover documents directly on the first Senate agenda with no further review in the Fall quarter.

3b. Presidential Appointee. Dobb was not present.

3c. Semester Conversion Steering Committee (SCSC) report

As neither Eileen Barrett nor Jason Singley was present, McCrea reported on their behalf. FAC will see a number of referrals via ExCom about semester conversion. Also, there is a discrepancy with the 10-year calendar that needs to be reviewed and corrected; the 10-year calendar needs to be renewed each year and will therefore contain both quarter and semester calendars. Murray will look into what FAC needs to do.

4. Subcommittee appointments

M/S/P, unanimous approval by acclamation of FAC volunteers for subcommittee

a. Michael Moon will serve as FAC member on RTP subcommittee.

b. James Ahiaikpor will serve on Awards subcommittee.

c. Lindsay McCrea will serve on Lecturer subcommittee; Murray withdrew his name from consideration for this subcommittee after McCrea volunteered.

d. Linda Smetana will serve on SEL subcommittee.

5. Unaddressed 14-15 docs for 15-16 committee approval

5a. 14-15 FAC 6

Dobb requested further time to discuss and get clarity on why the President vetoed this document last year. No action taken; committee will hear from Dobb at next meeting.

5b. 14-15 FAC 7

M/S Lindsay/McCrea, Vote to postpone action until next meeting was unanimous

Discussion: Murray wants time to share document and resolution with his Department Chair and get input before voting to send document forward to ExCom

5c. 14-15 FAC 14

M/S/P Smetana/Gallegos/passed with no objections to send to ExCom

Discussion: Sophie will change "Testing Office" in document to "Academic Affairs Office" before document is sent to ExCom

5d. 14-15 FAC 15

M/S/P Lindsay/Wakimoto/passed with no objections to send to ExCom

Discussion: Document clarifies Article IX, Section 2D of the Bylaws

5e. 14-15 FAC 16

M/S/P Wakimoto/Smetana/passed without objections to send to ExCom

Discussion: Gallegos suggested a template for the syllabus information to promote uniformity and inclusion of required elements. Discussion ensued about the feasibility and personalization by individual faculty members.

5f. 14-15 FAC 17

M/S/ Wakimoto/Murray, Vote to postpone action until next meeting in order to get clarification

Discussion: Suggested changes to document are below:

REGULAR FALL AND SPRING SEMESTERS:

- Two shorter sessions each consisting of 7 weeks of instruction plus 1 exam week
- If the academic calendar approved by Senate has a 2 week intersession between fall and spring, that would be another short session **which would be included within the spring semester**

SUMMER SESSIONS:

- Minimum of 4 weeks; ~~departments may choose to work with the Registrar's office for scheduling any sessions longer than 4 weeks.~~

There was no objection to the strikethrough under "Summer Sessions" section; however, more clarification on the addition (highlighted section) to the second bullet point under "Regular Fall and Spring Semesters" was requested. Murray will ask the Registrar and Glen Perry for clarification. Glen will be offered a 'time certain'.

5g. 14-15 FAC 18

M/S/P Murray/Smetana/Passed without objects to send to ExCom

Discussion: Need to revise the dates on the document. Call for applications will be October 21<sup>st</sup>, deadline for application will be November 10<sup>th</sup>, committee will announce recipients by first week in December. Committee will use 14-15 FAC 9 form, with dates changed.

6. BlackBoard Master Course demo by Online Campus Director, Roger Wen

Wen showed committee new Master Course and solicited feedback. The new Master Course template has sections for Common Syllabus items, University Policies, Students Support Services, and Hints and Technical Information. Gallegos suggested adding links to counseling services under the Student Support Services section. Murray asked if Instructor Information could be automatically populated; Wen said that would be difficult, but faculty can request their own master courses to customize. Murray also suggested a “how-to” or workshop for faculty on copying courses without creating extraneous duplication of files. Wen agreed that would be a good idea.

## 7. Referrals

### 7a. Emeritus Policy

Discussion: Emeritus Policy changes have been vetoed twice. Last proposed changes would have included lecturers as eligible for Emeritus status and decreased years of service to 10 from 12. Karplus suggested getting Dobb’s input and perspective on the administration’s view on changes to document. Discussion ensued about policy differences on other CSU campuses. Karplus volunteered to gather information about policies on other CSU campuses to share with the committee at a future meeting. Agreement among committee members that this issue should be discussed further at future meeting.

### 7b. Constitution and Bylaws referral

Murray notes that the committee will need to work on this in future meetings.

### 7c. CSU East Bay Teacher Scholar Program referral from former Provost to FAC and CR

Murray has talked with current interim Provost Nelson and is waiting for her response. Murray will report back in a future meeting.

## 8. Business Items

### 8a. Development of form/rubric for Guidelines for Distributing Assigned Time for Exceptional Levels of Service.

Smetana agreed to look into drafting a form/rubric and will bring to the committee next meeting.

### 8f. UARC membership and procedures, discussion with Mitch Watnik

Watnik presented to the committee on the need for clarification within the UARC document. Two main issues: there is no mechanism to replace UARC members who resign and there is no reporting mechanism for which reviews were completed.

Watnik recommends allowing ExCom to make replacement appointments as it can take approximately six weeks for college elections, which slows down UARC work.

Watnik recommends the need for a reporting mechanism of which reviews were completed to the Senate to help schedule future reviews.

Watnik also noted that there is an issue of workload for UARC as more and more administrators are being added to the list to review. However, he noted that the University Diversity Officer is not on the UARC review list even though it is a Cabinet-level appointment; the President has neither vetoed nor approved the inclusion of the University Diversity Officer on the review schedule after having the request from the Senate for two years.

Murray volunteers to write a resolution for FAC, to be discussed at next meeting, asking the President to rule on the inclusion of the University Diversity Officer in the UARC review process. Murray will also work with Watnik on language for replacing UARC members for review next FAC meeting.

Move to adjourn. Approved by acclamation. Adjournment at 3:55 pm.

NOT ADDRESSED:

8b. 14-15 ITAC 1: Referral to FAC on which students should be eligible to fill out evaluations

8c. Suggested changes to the RTP document

8d. 14-15 FAC 8: Proposed Amorous Relationship policy

8g. Philosophical statement on Evaluating Teaching (a combination of self-evaluation, student evaluation and peer evaluation)

Respectfully submitted,  
Diana K. Wakimoto