

Faculty Affairs Committee

DRAFT Minutes

March 2nd, 2016

In attendance: Jim Murray (Chair), Nidhi Mahendra (Chair), Linda Smetana, Holly Vugia, Caron Inouye, Diana Wakimoto, Kimberly Kim, Michael Moon, James Ahiakpor, Linda Dobb

Guests: Sophie Rollins, Mark Robinson, Eileen Barrett

Meeting called to order at 2:02 pm with quorum

1. Approval of the agenda

Votes: Murray/Smetana/passed unanimously

2. Approval of the 2/17/16 minutes

Votes: Murray/Dobb/Passed with one abstention

3. Reports:

a. FAC Chair

I am sending a written report of the FAC chair to inform members of recent updates and to remind everyone of our plans for tomorrow 3-2-16.

(1) Today Excom voted to form a Workload Task Force (based on 14-15 FAC 14) with the following faculty composition:

- 1 member from Excom (Jeff Newcomb was voted as the representative)
- 1 member from COBRA
- 1 member from Committee on Research
- 1 member from FAC
- 1 Lecturer representative (Jeff Newcomb is a lecturer, so fulfills this role)
- The Provost along with 2 additional administrators will complete the committee.

The faculty members should be nominated from the standing committee and the nominee(s) forwarded to Excom for approval.

(2) I made some final changes on the FAC and ITAC referral on hiring software and shared that with you all via Google docs so we can finalize what we sent to Excomm.

(3) The 10-year calendar was added to our agenda Monday, but we don't have to vote on this until next meeting.

(4) We have 3 applications for Exceptional Service to decide on, so hope you were able to read all 3 along with the rubric Sophie sent.

(5) I inserted Section 13.2 into the University RTP document:

"13.2 The Provost shall base their recommendations solely on the evidence in the PAF and the WPAF, including the earlier letters of review. The recommendations should address explicitly the Criteria defined in section 4 and detailed in sections 5,6,7, or 8."

(6) I hope you will all continue to contribute the document I shared with ideas about peer observation (should be Item 7B; not 7A) of teaching: <http://tinyurl.com/zvoszly>

Perhaps we need to refer this to a subcommittee to work on it further.

(7) Linda and Linda and I met last week to work on the semester conversion committee referrals to FAC and we bring revised documents to the next FAC meeting. For some documents we are already revising for other reasons, and are yet to be voted on by Senate, the semester-related changes might be best delayed until later.

<http://www.csueastbay.edu/faculty/senate/committees/semester-conversion/sem-conv-15-16/15-16-ascd-8-policy-doc-referral-for-fac.pdf>

b. Presidential Appointee

Linda mentions she and Mahendra just came back from meeting for Diversity Advocates on TT Faculty searches, facilitated by University Diversity Officer Dr. Woods and CSUEB's Diversity and Equity Liaison Officer, Dr. Geron.

-Reviewed several documents that will require revision as we move to Q2S. All such Q2S-related documents requiring revision were forwarded to FAC.

Lecturer subcommittee met and were keen to put forward a Bylaws Change. Yet not enough people voted to process such a Bylaws Change, despite the committee's will to move this forward. Issue had to do with whether lecturers should serve on a committee? For instance, should there be a reserved seat for lecturers or should they be able to compete in General Elections? Dobb noted that for instance, lecturers cannot serve on FAC.

Dobb mentioned this is a really busy time for RTP work at CSUEB – whereas not so many candidates up for tenure, many candidates up for Promotion so RTP committees will be very busy. Murray asks if there is a limit to the number of faculty who can get promoted. Dobb says there is no such limit.

Barrett asks if we are being successful in retaining faculty- Dobb comments that new faculty release time (from Provost's Office, to new hires in first two years) is really a factor in retaining new faculty.

c. Semester Conversion Steering Committee (SCSC)

10-year transition calendar, 2015-20125

Moon mentions draft of a 10-year calendar was circulated and will be discussed at our next committee meeting. This is based on a calendar we had on the quarter system, and also based on the 10-yr calendar approved by FAC last year. Lindsay McCrea, Associate Director of SCSC also has looked it over and also APGS Sr. Director Donna Wiley and Registrar Schneider- all have given their blessing to this calendar. Moon orients group to this calendar, explaining key features. Highlights include one week off for Thanksgiving; and a longer Winter break.

Barrett provides two important updates on Q2S work. One is about task force working on time modules committee- Michael Moon is on that committee; committee has worked on all Fridays except for when full SCSC meets. Barrett has posted 5 models – 2 out of 5 models have a University Hour earlier in the day, considered very important to our students. Models are mounted on the walls and Barrett suggests all FAC members do a gallery walk and put comments on post-its on the models. Sophie explains that these are available on the Senate homepage for review.

Barrett updates FAC on Q2S leadership. Co-director Jason Singley is now Dean of the CoS. Barrett announces she will return to her faculty role at the end of this year, having worked on Q2S for 2 full years. She announces there will be a call for one new director given current progress on Q2S.

4. Awards:

- a. Assigned Time for Exceptional Levels of Service to Students (*3 applicants*)

CLOSED SESSION

Three faculty applications reviewed for Exceptional Service to Students and decisions made by FAC.

Discussion: Dobb mentions we need to revise rubric and send guidelines out early. Murray asks about variation in inter-rater reliability. Murray says there are two key variables in awarding assigned time for exceptional levels of service to students --- the quality of writing and the number of hours being requested for project. Group members share that they did not previously consider number of hours being requested. Moon says we should err on the side of transparency to clarify our ratings/rubrics.

5. Referrals:

a. 15-16 FAC 5: Proposed amendment to add the Provost to the process of the University

RTP Procedures and other changes (*referred back by Excom on 2/9/16; 3.3.4b and 15.4 are circular and slight changes to 3.9.3*)

Murray points out changes in the document. Reference to circular language: 15/4 refers to Section 3.3.3.b (13.2 – 5,6,7 and/or 8). Murray suggests when we send this document forward, that he write up a background document/accompanying notes to provide context. Dobb asks if we should all look at RTP document one more time before we send it to ExComm. Sophie says ExComm won't meet again until the 29th of March. Sophie suggests Murray can write his background notes/document and then Sophie will send this out on email for one final look, prior to moving it forward.

i. Updated policy

b. 15-16 FAC 8: New CSU East Bay Policy on Emerita and Emeritus Status
(referred back by Excom on 2/16/16)

i. Reasons for Excom referral – use of word ‘extensive’ under Purpose; the requirement for nominations, the inclusion of administrators, the exclusion of FERP faculty. Murray explains we included administrators because some administrators are tantamount to faculty with retreat rights. Moon asks how we would define criteria for Emeritus honorific for administrators who have retreat rights, but don't ever really act as faculty. CBA guidelines define term ‘faculty’ here: 2.13 Faculty Unit Employee – The term “faculty unit employee” or “employee” as used in this Agreement refers to a bargaining unit member who is a full-time faculty unit employee...”; but the CBA also implies that those with retreat rights are not faculty before retreat: “38.26 The seniority date of a non-faculty unit employee who exercises his/her retreat rights to the faculty unit shall be calculated in accordance with this Article.”.

Strike #5. Under II. Eligibility, change to III. Procedures, fix roman numeral errors.

Reminder: President asked us to clarify the entire Emeritus status process and how status is granted. Sophie walks committee through changes in this document.

Vote: Approved unanimously/No disapproval/1 abstention

6. Business Items:

a. 14-15 FAC 14: Suggested revisions to the Student Evaluation of Teaching (SET) policy

Discussion: Concerns continue about what to call the document and also whether we need to spend more time studying this policy and making revisions. Chair Murray suggests that FAC form a Task Force on which he and Jessica Weiss (OFD) will serve and he invites some FAC members to join this Task Force. Moon, Inouye, and Mahendra volunteer.

i. Updates since 2/17/16

2. 15-16 CR 3: Response to referral to review the appointment procedures for membership

on the Institutional Review Board (IRB). Appointment procedures for the Institutional

Animal Care and Use Committee (IACUC) are also discussed

Vote to send this to FAC; all yay, no nay, no abstention.

7. Discussions:

a. Teacher/Scholar Program/Task Force (not discussed on March 2)

b. Peer evaluation policy on Evaluating Teaching

(Murray indicated that – this will be rolled into the next Peer Eval on evaluating teaching)

Chair Murray departed; with Secretary Mahendra taking over for a few minutes of final discussion.

Meeting Adjourned at 3:53 pm

Minutes respectfully submitted

Nidhi Mahendra