

Faculty Affairs Committee
AMEDNED Minutes
April 20, 2016

In attendance: Jim Murray (Chair), James Ahiaokpor, Linda Dobb, Caron Inouye, Kimberly Kim, Linda Smetana, Holly Vugia, Diana Wakimoto

Absent: Nidhi Mahendra, Michael Moon

Guests: Sophie Rollins, Mark Robinson

Meeting called to order at 2:02 pm with quorum

1. Approval of Agenda

Murray/Smetana/approved with amendment without opposition

Murray motioned to move 5c. Core Syllabus and Title IX discussion to 5a.

2. Approval of the April 6, 2016 minutes

Murray/Vugia/approved with corrections without opposition

Minor corrections to minutes included: deleting "to" in second bullet point on page 2 under Time Modules; adding "s" to "student" under Class schedule models; changing "recommended" to "recommend" under 6.5.4 discussion on page 3; changing to "10-day period" under last bullet point on page 3

3. Reports

3a. FAC Chair

Murray emailed his report to the committee; the content of the email is below.

A. I received the minutes today, so here they are attached if you have a chance to read them before tomorrow's meeting.

B. Attended Senate 4-12-16

FAC2 passed, but some did express concern about variable number of members on ExComm, that might be addressed in future.

FAC3 has 1st reading and some expressed concern about making minimum voting participation.

FAC7, We lost quorum before we did 1st reading

C. RTP subcommittee met twice (Linda S., Linda D, and I). RTP changes nearly done, and we will consider a vote at next FAC meeting, but will share document much earlier to encourage detailed reading of the changes.

D. Invited to Excomm 4-19-16 and Emeritus policy was sent back.

1. Several do not want any additional criteria other than service duration.
2. Some want duration reduced.
3. Several want process to be automated, so few or no procedures for faculty.
4. Denial or retraction for cause is accepted, but did not like description of what 'cause' would be "if university standards of conduct are not met."

5. Some wanted to see lecturers included, or at least have both policies drafted at the same time, contrary to my plan to seek approval for TT faculty policy, then seek a parallel policy proposal from the Lecturer Subcommittee.
6. I now plan to refer this to the Lecturer Subcommittee, and they will see if they can draft a policy that maybe inclusive of both.
7. Some were not concerned about a possible veto from the president.

E. Received in campus mail 4-19-16 proposed RTP criteria from CBE, for approval by FAC. Will add to next agenda.

F. I asked Linda Dobb to inform applicant of award of WTU for exceptional service.

G. Received email from Sarah Taylor chair of CR 4-14-16 about new Teacher-Scholar Program to include emphasis on building research capacity. Not just a long-term FSG. FAC will determine eligibility criteria.

H. Faculty Workload Senate task force will meet again 5-5-16.

3b. Presidential Appointee

Dobb noted that the Awards Committee has met and had 18 nominations for the 5 awards. They have sent the names of the five winners to the Interim Provost. The Committee will meet again to review the nominations for the Outstanding Professor and Sue Schaefer Faculty Service Awards. The Awards will be given on May 11th.

Dobb noted that the Committee on Research will host a roundtable discussion on how to improve the research climate on campus on May 12th from noon to 3:00 pm in Old Union Room 311.

There may be a call for all California State University campuses to become smoke-free in the future, but no set timeline or additional information has been received. Current policy on campus is that there is no smoking within 25 feet of building entrances.

3c. Semester Conversion Steering Committee (SCSC)

Dobb gave a report for the SCSC. Semester Conversion is going well on the academic side. Four undergraduate programs have been approved for semesters. There is still much work to be done for automated degree audits so faculty should be prepared to continue hands-on advising into semesters. According to Glen Perry there are 549 steps that must be taken to prepare for semesters; however, Dobb reiterated that the academic side is doing well with course submissions and approvals.

4. Business Items

4a. 15-16 ASCD 8: FAC Policy or Procedures documents that require revisions for semester conversion that merit careful consideration

4a.i. Faculty Office Hour Policy

Smetana/Murray/approved to send to ExCom with amendment without opposition

Discussion ensued over whether the policy was ambiguous with regard to full-time faculty maintaining office hours in terms when they are not teaching due to assigned time, release time, etc. Therefore the committee added the phrase "regardless of assignment" to the first sentence of the second paragraph so it now reads: "Full-time faculty members, regardless of assignment, will maintain a minimum of three

office hours per week and will also make provision for meeting with students by appointment at a mutually convenient time beyond the stated office hours.”

4a.ii. Interpretation of Rights of Faculty with FERP and PRTB Assignments to Participate in Elections and to Serve on Committees

Murray/Wakimoto/ approved to send to ExCom without opposition

4a.iii. Procedures for Evaluation of Tenured Faculty

Murray/Vugia/ approved to send to ExCom with 1 abstention

4b. 15-16 FAC 1: Allowance for an Executive Committee appointed representative to MPP search in emergency situations in the *Policies and Procedures Governing Faculty Participation in Appointment and Review of Administrative Officers California State University, East Bay*

Murray/Vugia/ approved to send to ExCom with amendments with 1 abstention

Murray noted that he will undelete the section pertaining to membership procedures under II.A. by request of the Senate. Discussion ensued over the language used to describe the faculty, particularly which term--regular faculty, tenured faculty, or election-eligible faculty--was most clear in the document. It was decided to change all instances of “regular faculty” to “election-eligible faculty” for clarity.

4c. Proposed Changes to Appointment and Review Document

Murray/Smetana/ approved to send to ExCom without opposition

The committee discussed Excom’s proposed deletions and additions to the Appointment and Review document. Murray explained that part of the rationale for the deletions was the quantity of work for the review committee along with parity of who gets evaluated. Wakimoto and Dobb noted that earlier discussion of rationale to delete the AVPs was the thought that review of AVPs would be included within the review of their VPs as the VPs have responsibility for those whom they supervise.

4d. 15-16 FAC 10: 2015-2025 Ten year, Quarter to Semester Transitional Calendar

Murray/Smetana/ approved to send to ExCom with amendment without opposition

Vugia asked that the phrase “10-year calendar” be added to the header of the calendar for clarity and to aid searching for the calendar on the website. The committee agreed this change made sense.

4e. 141-5 FAC 18: Policy for Distributing Assigned Time for Exceptional Levels of Service to Students

Murray/Vugia/ approved to send to ExCom with amendments without opposition

Discussion ensued about edits to the policy and application form. The committee added to the policy the phrase, “up to a maximum of 4 WTUs per year per person” to the first sentence under Section A of Guidelines to clarify how many WTUs it is possible to be awarded in a year. The committee also recommended deleting Section F under Procedures as it is not required by the Collective Bargaining Agreement (CBA). The Timeline for 2016-2017 was updated to reflect having a call in May in order for Assigned Time to be awarded in Fall Quarter 2016 to be used in AY 2016-2017. The committee also noted that it would be good to have all the WTUs awarded for AY 2017-2018 by end of Spring Quarter 2017, which will necessitate an earlier call next academic year. The committee also discussed the potential need to have a second call if not enough applicants apply during the first call, but this can be done on an as needed basis.

Revisions were also made to the application form to clarify what was expected in the 1-page narrative and to make explicit that the Assigned Time should be for activities for which faculty members do not already receive release time or personal payment.

4f. 14-15 FAC 3 revised: Proposed Policy for adding courses exempted from student evaluations

Dobb noted that for some music instruction courses instructors only have one student, so they'd know who the evaluation is from as there is no way for anonymity. However, if these one-student courses are exempted from evaluations some music instructors would potentially have no evaluations. Vugia asked if these courses could use a different evaluation form that would make it possible to pool evaluations together so student anonymity could be maintained. Dobb suggests that we check with the Music Department to get their input before doing anything else with this document.

5a. Core syllabus and Title IX

Discussion ensued. Committee members questioned the ambiguity of the phrase "faculty member and a confidential employee" and will ask for clarification from the Title IX Officer. Vugia and Dobb suggested that "confidential employee" be changed to "mandated reporter" to clarify faculty's role.

Due to time constraints the following Discussion Items were not covered:

5b. Teacher/Scholar Program/Task Force

5c. Peer evaluation policy on Evaluating Teaching

6. Adjournment

Meeting was adjourned by acclamation at 3:49 pm.

Minutes respectfully submitted,
Diana K. Wakimoto