

Faculty Affairs Committee
APPROVED Minutes
January 18, 2017

In attendance: Jim Murray (Chair), Grant Kien, Holly Vugia, Linda Smetana, Diana Wakimoto, Linda Dobb, Zinovy Radovitsky, Kimberly Kim

Absent: Michael Moon

Guests: Erin Field (ASI), Sophie Rollins

Meeting called to order at 2:01 pm with quorum

1. Approval of the agenda

Murray/Smetana/approved unanimously

2. Approval of 11/16/16 minutes

Murray/Vugia/approved with 2 abstentions

3. Reports

3a. FAC Chair

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

The College of Science needs to find a volunteer to serve on FAC in Winter 2017 to replace Maria Gallegos.

For Appt and Review of Admin Officers I counted 13 AVPs in the Org Chart including the vacant position. Here is the existing policy from 2014.

<https://www.csueastbay.edu/faculty/senate/files/Policies/12-13-new-policy-page/admin-appt-rev-doc-13-14-fac-7amend.pdf>

The item says discussion of adding all AVPs, as per the existing policy so perhaps we need to add the committee membership for each one in Appendix A.

The RTP subcommittee is continuing to revise the URTP policy for both semesters and other changes and we hope to have a draft to FAC by March.

Bylaws changes should be ready to go, or comment otherwise here:

https://docs.google.com/document/d/1MhRrF8eI_GPXG1dpHJW9nbjQmAPTA2SurGPfOQZNPg/edit?usp=sharing

16-17 FAC1 (revisions to policies and procedures for FAC) was sent back from Excom. We had approved three amendments.

<https://docs.google.com/document/d/1938PPnYJKwuE7kKA2rp01cmnu3Q37n1FNthnLvZUooM/edit>

Excom thinks that Amendment 1 is not necessary, and might be in conflict with Senate Bylaws. We should discuss if this clarification is helpful.

Amendment 2 needs to be changed back to Subcommittee on Student Evaluations of Teaching (not learning) since 14-15 FAC14 never passed the Senate and was not brought back in 15-16.

Amendment 3 seems to be already in our P&P, so not sure why we thought it needed changing.

There have been several discussions of possible changes to the Exceptional Service policy and form and Holly, Linda, and I have volunteered to propose some revisions. It seems we need to specify which members of the committee will review applications, and which will serve on an appeals subcommittee.

I think we should add to the policy the mechanism by which we advertise to opportunity and specify which faculty receive it (part time?). We should also decide if we should change policy to require sending the rubric with the application. As it stands, we members of FAC can apply and know the rubric, and some other applicants have not seen it.

I also have from Roger Wen and fillable-form version of the application which might be preferable to the existing version.

We should also discuss ethical concerns when recommending or requiring students purchase our own publications. I'm not sure if such a conflict of interest is in this list or policy or should be added:

<https://www.calstate.edu/HRAdm/pdf2013/HR2013-02AttA.pdf>

<http://www.calstate.edu/gc/docs/conflictinteresthandbook.pdf>

This article discusses the situation at CSU Fullerton:

<http://www.oeregister.com/articles/faculty-691165-students-written.html>

3b. Presidential Appointee

Dobb noted that this year's Week of Scholarship will be April 19-20, 2017 with one day focused on students and their poster presentations in preparation for the CSU-wide student research competition and the second day focused on faculty poster presentations and awards.

Dobb noted concern that elections have been held up for various search and other committees due to lack of faculty volunteers. There needs to be a way to get more faculty volunteers for committees more quickly. For example, the ORSP search is just now getting underway due to not getting the required number of faculty committee members until December.

Dobb suggested that the Lecturer's Subcommittee's Chair, Gretchen Reevy, should come to the next FAC meeting to update the committee on all the work the subcommittee is currently undertaken. This was agreed to by the committee.

Dobb gave Murray the memo stating the number of faculty representatives from each college for the 2017-2018 University Tenure and Promotion Committee; numbers remain unchanged from last year.

3c. Semester Conversion Steering Committee (SCSC) report

After discussion, Dobb agreed to represent FAC at SCSC meetings and read a report written by Murray on the actions taken by FAC in regards to semester conversion.

Dobb reported that Example 3 of the Time Modules that included the University Hour from 12:15 to 1:15 pm on Tuesdays and Thursdays was approved. There will be no classes scheduled during the University Hour; however, laboratories are exempt. Departments will be asked soon to create mock-ups of course schedules to determine if the campus has the classroom capacity for these proposed course schedules. There was discussion that night and weekends are fairly open for scheduling, while the bulk of courses are scheduled for Tuesdays and Thursdays. Vugia noted that some faculty members have found creative ways to schedule hybrid courses for more efficient classroom use, an example of which is teaching two courses that meet on Tuesdays and Thursdays at the same time but having one class always have one day online while the other class has the other day online so only one classroom has to be booked.

4. New Business

4a. Policies and Procedures Governing Faculty Participation in Appointment and Review of Administrative Officers of California State University, East Bay

Discussion ensued over the suggestion of including all AVPs in the appendix of this document. There was confusion over whether FAC was discussing appointment or review of AVPs and clarified that Appendix A covered appointment committee membership. Dobb noted that Appendix A had obsolete positions that should be deleted, including: AVP, Enterprise Operations and Executive Director CSUEB Foundation; VP, Planning and Enrollment Management; and AVP, Planning & Institutional Research. There was further discussion of who to add with agreement that the Dean of Undergraduate Studies should be added to Appendix A.

Murray stated that he will consult with the Chair of Senate and invite Radovilsky to meet with them to decide what other changes need to be made to the document and if these can be made via a statement in the main text of the document advocating for faculty involvement or whether a subcommittee needs to be formed to revise the document. Vugia suggested that Murray also talk with Rush Woods since she has experience as both a faculty member and MPP.

5. Old Business

5a. 15-16 FAC 5: Semester changes to RTP P&P

The RTP subcommittee is working on more substantive changes to the document and Murray asked if FAC wanted to present two versions to Senate—one with minor changes for Semester Conversion and one with major changes—or if we should only present one document with all changes. The committee recommended only presenting one document with all changes.

The subcommittee is meeting tomorrow and working on such changes as inclusion and clarification of electronic dossier usage, clarification for those faculty who are Affinity Hires, and necessary changes due to semester conversion.

Murray noted that the Subcommittee on Student Evaluation of Teaching is working on the larger issue of peer evaluation/classroom observation. This may affect RTP P&P if passed.

Radovilsky asked if FAC would be looking at updating and clarifying the post-tenure review policy and procedures. It was clarified that this was not part of the RTP document, but a separate document. Dobb suggested that this issue be tabled until next academic year.

Murray suggested looking into adding information about stopping the tenure clock due to different forms of leave. Dobb noted that this is covered in CBA 13.3 and any changes would have to be aligned with the CBA. Currently, the President has to approve any request for stopping the tenure clock due to a faculty member taking leave.

5b. Semester changes to Constitution & Bylaws

Murray/Radovilsky/approved unanimously to send to Excom

5c. 16-17 FAC 1: Updating of FAC Policies and Procedures

Murray noted that this was referred back from Excom. Issues that need to be addressed include: Fixing Article 1.1 so that it is consistent with the Constitution & Bylaws of the Senate and consistent across all standing committees' policies and procedures documents. The word "Schools" needs to be changed to "Colleges" and "Library" should be changed to "University Libraries." Murray suggested that the last sentence of the amendment, "The nine members will be allocated proportionally to the number of regular faculty as detailed in the senate bylaws Article XVI, Section 1," could be moved to a footnote.

Murray noted that Student Evaluations of Learning needs to be changed back to Student Evaluations of Teaching as the subcommittee name change was never approved by Senate.

There is no need to include the proposed third change to the document as it looks like it was already changed.

After discussion, Murray stated he would work on the document and share it out for the next FAC meeting.

6. Discussion

6a. Revising of Exceptional Levels of Service to Students policy and application

Murray, Vugia, and Dobb are working on this document. Murray encouraged the rest of FAC to send any feedback soon so the subcommittee can consider it as they revise the document. Issues that need to be resolved include: lack of clarity in appeals process, whether a subcommittee of FAC should review the applications, and overall clarity in application procedures.

6b. Recommending one's own publications for courses and conflict of interest

Vugia brought this potential issue to Murray's attention and discussion ensued. Kien asked if this had ever been an issue at Cal State East Bay and no one knew. The issue of financial gains causing ethical issues was discussed. Some universities have policies that any royalties from such sales go to the department or the publication has to be sold at cost to the students. However, this would be difficult to implement. Kien noted that there is often miniscule financial gain from royalties from academic publications for the faculty authors. Murray noted that there is the appearance of impropriety in assigning one's own publications for courses. Vugia suggested that this might be a risk management issue. Murray will look into this issue further and talk with Risk Management, as well as soliciting input from ASI.

7. Adjournment

Vugia/Kien/approved unanimously

Meeting was adjourned at 3:34 pm

Minutes respectfully submitted by
Diana K. Wakimoto