

APPROVED Minutes Faculty Affairs Committee 11/2/16

Present: James Murray (Chair), Elizabeth Bergman, Linda Dobb, Kyzyl Fenno-Smith, Maria Gallegos, Kimberly Kim, Michael Moon, Linda Smetana, Zinovy Radovilsky. Holly Vugia. Absent: N/A. Guests: N/A

1. Approval of the agenda – Murray moved to approve/Radovilsky seconded/ Yes - unanimous
 - a. Adding closed session for reviewing applications for Exceptional Service
2. Minutes for Oct 19 meeting – after Murray’s requested revisions, Murray moved to approve/Yes - 7/No - 0/abstentions (late arrivals)-2
3. Reports:
 - a. FAC Chair
 - i. ExCom wants us to clarify a few details FAC Policies and Procedures; Murray will bring it back for clarification
 - ii. We will receive referral for RTP document soon regarding handling of electronic dossiers
 - b. Presidential Appointee
 - i. ExCom discussed FAC 7 (revision of Chair appointment)
 - ii. FAC will need to address where Affinity Hires fit in RTP document.
 - iii. Need to add policies on electronic dossiers in RTP document; alternative systems are in the process of being evaluated to handle e-dossiers more effectively than Blackboard
 - c. Semester Conversion Steering Committee (SCSC) report -- None; next SCSC meeting is Friday, 11/4
4. Old Business:
 - a. Exceptional Service application review (closed session) –
 - i. Dobb will inform awardees
 - ii. Issues that need to be discussed/addressed:
 - a) Whether another call should be issued during this AY
 - b) Application form should ask applicant willingness to accept fewer units than requested
 - c) Status on banking awarded units?
 - d) Document history of applicants so new FAC members are aware who applied in prior years
 - e) Need to read and discuss applications for inter-rater reliability
 - f) Should a subcommittee be formed to fine-tune this award process?
 - b. 15-16 FAC 5: Semester changes to RTP P&P
 - i. Nov 8 - meeting of RTP Subcommittee
 - c. Semester changes to Constitution & Bylaws – Murray moved for discussion/Vugia seconded

- i. Question raised about using plural, emerita, instead of male/female singular; consistent with gender-neutral language
 - ii. A version that reflects FAC revisions will be circulated to FAC
 - d. Semester changes to Interpretation of Rights of Faculty with FERP and PRTB – Murray moved for discussion/Vugia seconded
 - i. Again, gender-neutral standard for document?
 - e. Assignments to Participate in Elections and to Serve on Committees
- 5. Discussions:
 - a. Ways to increase response rates to online teaching evaluations?
 - i. Some faculty wish these to be available to students into finals week, others do not
 - ii. Discussion about variety of threats to validity from the instrument and the administration process
 - b. How to Review Your Course Survey Response Rate
- 6. Adjournment at 3:23PM

Respectfully submitted,
Michael Moon