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