

Faculty Affairs Committee
February 1, 2017
APPROVED Minutes

In attendance: Jim Murray (Chair), Kathy Hann, Linda Dobb, Kimberly Kim, Michael Moon, Linda Smetana, Grant Kien, Diana Wakimoto

Guests: Gretchen Reevy, Margaret Harris, Mark Robinson

Absent: Holly Vugia, Zinovy Radovilsky

Called to order at 2:01 pm with quorum.

1. Approval of the agenda

Murray/Smetana/approved unanimously

2. Approval of 1/18/17 minutes

Murray/Kien/approved unanimously

3. Reports

3a. FAC Chair

Murray welcomed Kathy Hann to the committee as she is replacing Gallegos for Winter Quarter 2017.

Excom clarified that any changes to the procedures for the awards (Outstanding Professor, Sue Schaefer, and Week of Scholarship) would have to go to Senate for a vote. This means we will not be able to meet the deadline for sending out the award call letters if we change anything for this year. Changes will need to be made and approved to be in place for next year's call.

After deliberation, Murray decided that it was more strategic to send forward the RTP P&P document with only non-controversial quarter to semester changes so it can be voted on and passed this year. A second revision of the document with more substantive changes involving issues such as electronic dossiers can then be submitted for Senate consideration.

3b. Presidential Appointee

Dobb reported that the subcommittee is working on revisions to the Exceptional Levels of Service to Students document (call and instructions) and will have the document ready soon. The work needs to be completed within two weeks (Excom Feb 14) because the changes will need to go through Senate (Feb 21) for approval before the call for applications goes out. The call should go out on March 1 according to the current document. Murray, Vugia, and Kien will work on the issues Murray raised within the next week to send a document to the committee for an email vote as it is time sensitive.

3c. Semester Conversion Steering Committee (SCSC) report

Dobb reported that the committee is in a "holding pattern" at the present and that there will be much testing of different systems over the summer. The campus is currently focusing on advising students this year about the upcoming changes due to semester conversion.

4. Awards.

There was discussion on the calls for Awards that will go out on Monday, February 6. As noted in the FAC Chair's Report, no changes can be made without Senate approval so the call letters will remain untouched for this year's call. The committee will work on clarifying these call letters to present for a vote on Senate so the revised call letters can be used for next year's call.

4a. Outstanding Professor call letter

There was no discussion on changing the call for this award.

4b. Sue Schaefer call letter

There was discussion on the need to clarify the requirements for the nomination letters. Smetana noted that the call currently lacks any instructions for what to include in the nomination letters and therefore the committee receives letters with varying levels of specificity in detailing the nominees' qualifications. This makes it difficult for the committee to determine who should be awarded the Sue Schaefer Award.

4c. Week of Scholarship call letter

Wakimoto noted that the instructions on what to include in the submission packet for these awards differed between the first and second page of the call letter and needed to be fixed.

5. New Business

5a. FAC replacement for Maria Gallegos on Student Evaluation of Teaching subcommittee

Kathy Hann is replacing Gallegos on FAC for Winter Quarter 2017, but may not be needed to serve on the subcommittee.

6. Old Business

6a. 15-16 FAC 5: Semester changes to RTP P&P

Murray/Kien/referred back to RTP Subcommittee

Discussion ensued over the proposed draft of the RTP P&P document to be sent forward to Excom. As noted in the FAC Chair's Report, Murray recommended that FAC send forward this document with only changes necessary to fix formatting and typographical errors along with non-controversial changes needed to align with semester conversion. After discussion, the document was referred back to the FAC RTP Subcommittee as Dobb noted that the chart that noted the deadlines for review needed to be revised to align with semesters. The subcommittee will work on the chart and bring back the revised document to the committee for a vote.

6b. Semester changes to Constitution & Bylaws

Murray reviewed the changes to the Constitution & Bylaws made in the working document. He has had input from both the DELO and ASI. Dobb suggested that with the Lecturer Subcommittee also making changes to the Bylaws that FAC should reconcile both documents before sending forward. Murray agreed to work with the Lecturer Subcommittee to add their changes to the document.

6c. Draft FAC Policies and Procedures document

Murray/Moon/approved unanimously to send to Excom

Murray reviewed the changes with FAC. Wakimoto noted that "Learning" should be changed to "Teaching" in the one instance in the document; Murray will correct.

6d. Appointment and Review of Department Chairs Policy and Procedures with Quarter to Semester changes

Murray/Smetana/approved unanimously to send to Excom

6e. Evaluation of Tenured Faculty

Murray/Kien/approved unanimously to send to Excom

7. Discussion

7a. Lecturer Subcommittee updates (2:15 pm time certain)

Reevy, Chair of the Lecturer Subcommittee, updated FAC on the subcommittee's work. The subcommittee is currently working on the three referrals from FAC. The subcommittee will be sending the Office Hours Policy back to FAC soon. There were a number of issues raised in reviewing the Office Hours policy. Reevy noted that the subcommittee will be sending forward a 2-part recommendation: 1) to discard the current policy and create a new policy for Contact Hours or 2) if FAC recommends keeping the current policy, a list of suggested revisions. Smetana noted that there are issues surrounding office hours for those who teach online or night classes, as well as the need to include digital forms of communication as part of contact hours. Murray raised the concern that any changes to the policy should exclude the possibility that a faculty member could refuse to meet with a student in-person. Both Kien and Dobb noted that a long discussion occurred in Senate last year over the Office Hours Policy. Dobb also noted that because Office Hours are discussed in the CBA that this is a potential topic for discussion in contract negotiations.

Reevy also explained that the subcommittee will be sending to FAC a proposal for a change in the Senate Bylaws to allow lecturers to serve on four standing committees: Committee on Research, Faculty Diversity and Equity Committee, Committee on Instruction and Curriculum, and Committee on Academic Planning and Review. The subcommittee has drafted language and Reevy is currently working on a background context document to be ready for the next FAC meeting. As background, Reevy noted that last year the proposal to increase the number of lecturer representatives on Senate from four to six passed the Senate but was not signed by the President. Moon asked if the President provided any rationale for not signing, but Reevy didn't know if he did. The Bylaws change proposal would not require the President's approval.

The lecturers who would be eligible to serve on the standing committees would be those in the Lecturer Electorate, which is composed of those lecturers who have at least a 1-year contract at half-time appointment. The Lecturer Electorate comprises around one-third to two-fifths of the total of approximately 500 lecturers at East Bay. Moon asked about the length of appointments for lecturers on the committees. Reevy noted that it would be a 1-year term, the same length as for a lecturer representative on Senate. The committee lecturer representatives would be elected by the Lecturer Electorate to parallel the process of electing the tenured/tenure-track faculty representatives by the regular faculty. The lecturer seats on the four committees would be dedicated seats thereby increasing the total membership of the standing committees by one representative.

7b. Policies and Procedures Governing Faculty Participation in Appointment and Review of Administrative Officers

Murray reported that he talked with Mitch Watnik about suggested changes and brought forward some ideas. Discussion continued about which positions to add to the Appendix detailing the structure of the appointment committees. The positions of AVP Enrollment Management, AVP Student Support and

Development, Dean of Undergraduate Studies, University Diversity Officer, and AVP Campus Life were all suggested as possible additions to the Appendix. There was much discussion about needing more clarity in the document. Moon asked how an “entity” was defined in the Appendix as this term appears to only be used there and its use needs to be clarified. Kien suggested that it may make more sense to standardize the committee structure by level of administration position to simplify the Appendix. He also suggested that FAC may want to consider what the minimum number of committee members should be in addition to the ideal number as it has been difficult, as of late, to secure enough faculty volunteers for all committees. Discussed was also the broader issue of creation and appointment of new administrative positions without the input of shared governance.

Murray will upload the document to Google Docs so all committee members can make suggestions and revisions. He will also share a spreadsheet of the current appointment committee structures so it is easier to compare them across the various administrative positions. Discussion will continue at the next meeting.

7c. Clarification of awards and application processes

Murray reiterated that the award call letters will need to be reviewed and revisions sent to Senate for approval.

8. Adjournment

Kien/Murray/approved unanimously

Meeting was adjourned at 3:35 pm

Minutes respectfully submitted by
Diana K. Wakimoto