

Faculty Affairs Committee  
APPROVED Minutes  
April 5, 2017

In attendance: Jim Murray (Chair), Michael Moon, Diana Wakimoto, Linda Smetana, Linda Dobb, Kimberly Kim, Vish Hegde, Maria Gallegos, Holly Vugia

Guests: Mark Robinson, Sophie Rollins

Called to order with quorum at 2:06 pm

**1. Approval of the agenda**

Murray/Smetana/approved unanimously

**2. Approval of 3/1/17 minutes**

Murray/Vugia/approved unanimously

**3. Reports**

**3a. FAC Chair**

Murray sent his report via email, which is below:

At Senate today they passed semester changes to:

- Interpretation of Rights of Faculty with FERP and PRTB Assignments to Participate in Elections and to Serve on Committees
- Appointment and Review of Department Chairs Policy and Procedures
- Evaluation of Tenured Faculty policy

At Excom last week they discussed but did not vote on (for lack of time) the semester office hours changes, but they had the version that said "converting without affecting workload", but we voted to take that out. So I have asked to revise that and re-send.

They did vote to send back at my request "16-17 FAC 7: Suggested changes to CSUEB Constitution and Bylaws" because they noted a few changes we should make. See the revised policy linked to our agenda. The changes are mostly simple. I went over changes suggested by Chair Karplus and most changes were perfunctory. But his question about moving start dates for emeritus and statewide reps up by one month (to May 15) instead of moving them up to June 1 is perhaps a substantial one. I chose 1 month because it parallels the change in the last date of classes, more or less. And also the senators from the colleges have no specified start date. So perhaps FAC should discuss that. It does seem a bit arbitrary when one senate takes over for another. Maybe FAC should tie it to the final meeting of the Senate?

Appt & review of Admin officers: Looks like the cover page for this policy was not included in our agenda, but I have attached it here.

Please consider what changes might be made to the Faculty Awards announcements and forms. Some have expressed some confusion during application, and some evaluators have hoped for more uniform and easy to evaluate applications such as for Sue Shaffer. The Awards subcommittee meets Thursday at noon.

One applicant wrote:

"Perhaps on one announcement which lists each scholarship and

- the deadline for each and
- who can apply and
- who can nominate (it sounded like we could both nominate ourselves and we could also be nominated- was that true for each scholarship).
- Are the criteria the same for each scholarship? If not a separate description for each scholarship.
- And listing if a person can apply for more than one at the same time and if so,
- do they need separate letters for each. My apologies if you did all this and I missed something. I know I sent the paper to my recommenders and they were confused too."

Sophie responded:

- Both call letters specify that nominations by colleagues/students or self-nominations are welcome.
- The Week of Scholarship letter specifically spells out that lecturers are welcome, (first bullet point under "Rules pertaining to all recognitions:")
- The Outstanding Professor award is also open to lecturers, and we can amend next year's letter to include that clarifying statement.
- Any faculty member can apply/be nominated for as many awards as they wish; it is unlikely for a single faculty member to receive more than one award in the year applied.

Excom meets Apr 11, Apr 25, May 9 before the Senate meetings April 18, May 2, May 16, and May 30. So I hope to get RTP and SET subcommittee documents onto the next FAC agenda, then off the Excom for Senate approval before end of the year.

The SET subcommittee meets Friday 10-12, and RTP meets next Tues 2-4p.

I have our "to do" list here, so feel free to comment on it and I can add items. Below it is our goals from the beginning of the year.

<https://docs.google.com/document/d/1TxCKV7Yu0XWWtTgQpb4M4B6OIKZfmK2493Nz2SdhFg/edit?usp=sharing>

### **3b. Presidential Appointee**

No report.

### **3c. Semester Conversion Steering Committee (SCSC) report**

Dobb noted that they are moving through various items to prepare for semester conversion. Next year will emphasize advising, especially for those students who will be here for only one year under semesters. She noted that it will be difficult to get more students to graduate (i.e. increase the graduation rate) with the concurrent conversion to semesters. If you have any ideas on how to increase the 4-year graduation rate, please send Dobb an email.

Increases in funding, at least to Academic Affairs, will be tied to student success metrics. Dobb noted that the budget will remain flat unless the university shows improvement on metrics of student success. Moon asked for more specifics on the potential increase in funding from the Chancellor's Office. Dobb replied that Cal State East Bay received \$1.03 million from the Chancellor's Office this year for various student success initiatives such as adding extra class sections, giving book vouchers to students, and creating a Faculty Learning Community on student success. If the university can increase one percentage point in graduation rate (from 10% to 11% for 4-year graduation rate), then the university will receive extra funding although she is unsure the exact amount. There is \$77 million earmarked for this for the entire system, but she has not heard that it will be distributed equally among the campuses based on headcount but instead tied to metrics. Usually, Cal State East Bay receives around 3% of any funding based on headcount.

Gallegos asked if an analysis on the reasons behind the low graduation rate had been done to see if there were overarching issues that the university could address. Dobb noted there had been and one of the issues is that students take too many units. Dobb stated that those graduating have around 204-205 units while the degrees require only 180 units. This is due to a variety of factors including remediation, insufficient advising, repeating courses, switching majors, and not declaring a major after the completion of the first year. Smetana suggested that better degree roadmaps were also needed. Hedge asked about bottleneck courses and Dobb said they were mainly math courses. Moon asked about online advising and Dobb noted the university does have online advising, but needs to increase it.

Discussion about advising ensued. Murray noted that he can't advise outside his department and suggested that departments could hold an event or week when there would be advising in the major and faculty would be available in a central location, like their departmental office. With proper marketing, this could be a useful way of increasing students going to advising. Gallegos also suggested a General Education (GE) advising week because GE is confusing for many students.

Murray noted in regards to semester conversion that he is on the Workload Taskforce and the taskforce's recommendations are phrased in terms of semesters. They are working on memo to go to the Provost. They are hoping for option to have 2-course reduction in 2018-2019 with the expectation of using this reduction as additional time for research and scholarship. Murray also noted that at the last Excom meeting the Provost talked about scheduling under semesters.

#### **4. Appointments**

##### **4a. Student Evaluation of Teaching Subcommittee (Gallegos and Radovilsky replacements)**

Gallegos is still willing to serve on this subcommittee. Hedge agreed to serve in Radovilsky's place. The next meeting is 10:00 am to noon on Friday.

#### **5. Old Business**

##### **5a. Policies and Procedures Governing Faculty Participation in Appointment and Review of Administrative Officers document**

Murray/Moon/approved unanimously to send forward to Excom

Murray reviewed the revised document and table with committee.

Dobb asked about the composition of the Appointment Committees for positions not in Academic Affairs as she believed faculty could have an outsized voice on the committee. (Example VP, Student Affairs). Wakimoto noted there were no changes in composition of the committees Dobb was using as examples from the old policy. Dobb stated that the President may object even though it is still consistent with the old policy. Murray noted that he asked Chair Karplus how to proceed and Karplus asked FAC to revise the policy and bring it to Excom. Murray suggested leaving the composition of the Appointment Committees to what was agreed on in the last meeting and getting Excom's input.

Dobb also questioned the first sentence of the third paragraph under II. A. Search Committees: Membership and Procedures. Wakimoto noted that no one can know all the titles of positions that aren't yet created and therefore there needs to be a way to account for such occurrences. For example, the university now has the position of Dean of Undergraduate Studies, which would not have been covered by the policy. Further, the rest of the paragraph clarifies the topic sentence. Gallegos agreed with Wakimoto.

Dobb also noted that PEM needed to be deleted from the paragraph as it is no longer a division and the Office of the President, Administration & Finance, and University Advancement need to be included. Sophie will revise. Dobb, Murray, and Wakimoto agreed to do a final copyedit of policy before it is forwarded to Excom to ensure all position titles and division names are correct. Moon asked about changing "Administrative positions" to MPP to make the phrasing more precise. Dobb advised against it because of UED 7, which deals with MPPs.

#### **5b. 16-17 FAC 8: Semester revisions to the Faculty Office Hour Policy**

More discussion on revisions to Faculty Office Hour Policy ensued. Murray noted that Excom ran out of time discussing this policy at their last meeting. Chair Karplus again raised the issue of an increase in workload. Smetana asked what the Karplus wants and Murray believes Karplus wants the same policy as current, just translated into semesters. However, Murray noted that the old policy is vague. Moon asked whether we need to be so specific in the document about the WTUs to number of office hours or if we should create more flexibility for department chairs to determine with faculty members the appropriate number based on the differing needs of various courses. Murray noted that this suggestion aligns with the idea of making larger changes to the office hour policy to address student contact hours.

Moon noted that FAC is working on the survey to collect preferences of faculty and students in regards to office hours and wonders if doing incremental changes to the document (first for semesters, then a larger change with contact hours) will create confusion. Murray asked that everyone review and add to the survey question document he shared.

Vugia stated that whatever policy goes forward needs to have a minimum amount of availability specified, but not necessary have a maximum. Dobb agreed.

Murray asked if there is a pushback in Senate on increased load with how FAC clarified the policy, what would be a change that would be easy to do on the floor that also keeps the spirit of the policy? He asked the FAC members to think about this and share any thoughts with him.

#### **5c. 16-17 FAC 7: Senate Bylaws updates including semester changes**

Murray/Smetana/revisions to be voted on at future meeting

Discussion of document revisions ensued. Murray discussed changes and revisions made based on Excom feedback. He suggested and FAC agreed that terms should start relative to the Senate's organizational meeting. One exception may be Statewide Reps; does it make more sense from statewide senate point of view? Murray will look into it.

Murray will make additional changes and do research before FAC votes to send this policy back to Excom.

## **6. New Business**

### **6a. Draft URTP amendment to change number of representatives on committee**

Murray shared language drafted by FAC at last meeting. Dobb asked if it impacts constitution and bylaws. Rollins noted that it does not. Discussion ensued. Murray suggested sending this one change forward with a separate cover letter. Dobb suggested this change should be referred to the RTP subcommittee. Murray will refer to RTP subcommittee and create cover page detailing all changes. Vugia asked about issues with having an even number of members of the University RTP Committee in terms of voting.

## **7. Discussions**

### **7a. Faculty Awards policies/call letters**

Awards subcommittee will meet on April 18<sup>th</sup> to go over Sue Schaefer and Outstanding Professor Award applications. Murray asked if subcommittee has recommendations about clarifying applications and procedures. Dobb asked about a change for the Week of Scholarship Awards to include CV, but Sophie noted that if someone is nominating someone else they might not have access to the nominee's CV. Smetana stated that the letters are the most important supporting documentation for the award applications. Moon noted that each of the awards focuses on one part of what faculty members are expected to do (ex. teaching, research, mentoring, etc.). If a faculty member is a "one trick pony" there is no way of accounting for that. Hazard of the award as the Awards subcommittee has no way of knowing if it is at the expense of other areas as they do not have a holistic view He noted that this is not something that can be solved, but it is an issue to be aware of.

Smetana noted that Sue Schafer Award call needs more structure. Murray asked if she would draft something to share and she agreed.

Rollins noted she can easily include, "Faculty members, including lecturers," in Outstanding Professor Award call to address one question received during this year. She also noted that the language surrounding submitting documentation in a "binder" was confusing and suggested adding "electronic" so faculty members know they do not have to submit hard copies. Everyone agreed with the suggested changes.

Murray noted that FAC needs a three-person subcommittee to look at Exceptional Levels of Service Awards. Wakimoto noted that the subcommittee members have not been appointed yet. Dobb, Gallegos, and Kim volunteered to be on subcommittee for reviewing Exceptional Levels of Service Award applications.

### **7b. Changes to CSUEB organization chart**

The revised organizational chart was shared. The name of the Interim CIO needs to be changed. Moon noted that the organizational chart is still formatted like a directory based on last name and it needs to

be fixed. It is visually confusing and shows neither hierarchy nor the educational mission of the university. Dobb will carry comments forward, but it may take some time to correct this issue.

**8. Adjournment**

Murray/Wakimoto/ approved unanimously

Meeting adjourned at 3:53 pm

Minutes respectfully submitted by  
Diana K. Wakimoto