

Faculty Affairs Committee
APPROVED Minutes
May 3, 2017

In attendance: Vish Hegde, Michael Moon, Holly Vugia (via phone), Diana Wakimoto (Chair, in Murray's absence), Linda Smetana, Maria Gallegos, Linda Dobb, Pat Jennings, Kimberly Kim

Guest: Sophie Rollins

Absent: James Murray

Meeting called to order with quorum at 2:03 pm

1. Approval of the agenda

Jennings/Moon/approved unanimously

2. Approval of 4/19/17 minutes

Jennings/Smetana/approved unanimously

3. Reports

3a. FAC Chair

Jim sent his report via email, the text of which is below:

I invited Gretchen Reevy to attend tomorrow's meeting but she may not be able to make it. I thought she might offer some insight about how to address the inequity with office hours cited below in part 3 by chair Karplus.

As we have discussed before, we might consider specifying some minimum of in person office hour(s) and then specifying other methods of student contact.

I hope the new RTP is fairly self-explanatory with the cover page. Linda Dobb and Holly also worked on this so should be able to explain anything that is confusing.

I think the Student Evaluation of Teaching policy is looking good. As you can read, we revised it to clarify the use of aggregated anonymous data for the purpose of improving the evaluation instrument (4.8), but not for assessing quality of teaching. We note in 4.7 that the average values of courses in a given department are available to all faculty in their course summaries, and specify those data be used to improve courses and programs.

I'm not sure how my jury service will go tomorrow, but I might be able to call in. Sophie, what is the number for that room?

I kept the office hour survey questions on the agenda, but last time I believe we decided we did not really need to do that yet. But maybe things might change if we can't settle on a policy.

So tomorrow is that last meeting to vote on policy and have time to send it to Excom before their agenda is set Thur or Friday. If we can get onto the agenda and sent to the Senate meeting agenda,

then policies will have time for first and second readings before the end of the AY. I hope we can approve FAC10- URTP at least. I can help clean up any changes you vote on tomorrow and ask Sophie to get it on the Excom agenda.

3b. Presidential Appointee

No report from Dobb.

3c. Semester Conversion Steering Committee (SCSC) report

No report from Dobb. May 12th is the next meeting

4. Old Business

4a. 16-17 FAC 10: Revision of RTP Procedures for Electronic Submission of Dossiers

Smetana/Moon/approved unanimously to forward to ExCom

Jennings was concerned about section 9.2.4 and how it would apply to Affinity Hires who were hired before these changes to the RTP document were in place. Dobb agreed that language should be included in clarify how these revisions apply to Affinity Hires. The following was drafted and included in the approved RTP document sent forward to ExCom:

9.2.5. Implementation

9.2.4.b and 9.2.4.c apply to candidates hired after the date of Presidential signature on 16-17 FAC 10.

9.2.4.b and 9.2.4.c will not apply to candidates hired before the Presidential signature on 16-17 FAC 10.

However, if available, candidates are encouraged to provide documentation of collaboration.

These changes were considered friendly amendments to the document.

Vugia asked to review 2.2 and add in language to specify that the form should be filed to the faculty member's PAF. The rest of FAC was in agreement that this should be included.

Wakimoto noted a few minor issues that needed fixing before sending the document forward including: adding Appendix A to the table of contents, changing the "C" in candidate in Sections 3.3.3.c to lowercase, changing the number of the table on page 36 to "18" from "16", and changing Section 3.9.2 (which does not exist) to Section 3.10.2 on page 36 footnote.

4b. 16-17 FAC 8: Revisions to the Faculty Office Hour Policy

Discussion ensued over the requested changes by ExCom and how best to proceed. Although Reevy was unable to attend the meeting, she emailed her concerns over the increase in workload in semesters for some lecturers based on the draft policy created by FAC. Smetana asked what ExCom wanted from FAC on this matter. Wakimoto referred to the Senate Chair's email that Murray shared and stated it seemed like a reduction in office hours and inclusion in the policy of student contact hours via email.

Dobb suggested that the committee should wait to address this issue until after we have the survey results. The rest of the members of FAC agreed. Vugia noted that the table listing office hour policies from other CSU campuses is from 2012 and should be updated. Moon volunteered to look into updating the table with any changes in office hour policies. Jennings volunteered to ask about office hour changes at the How is the Conversion Going? Forum on May 24th. Moon noted that it will be difficult to create an

office hour policy for semester changes as there is still uncertainty about faculty workload in semesters and office hours plays a significant role in faculty workload. The discussion was then tabled until FAC can conduct a survey and use the results to respond to ExCom's concerns and revise the office hours policy.

4c. Sue Schaefer award letter update

Smetana noted that committee had finished its work and sent their decision to Sophie. There was a short discussion around the revised template. Smetana noted that the nomination letters this year were substantive while last year's letters were not and questioned whether we needed the template or not, but thought it might be useful as guidance. The rest of FAC agreed and the revised template will be appended to the call. Sophie will add the template and send the draft of the new call to the members of FAC for review.

After the discussion on the template concluded, Dobb provided an update on the Exceptional Levels of Services Awards. The award and rejection letters have been sent; awards letters were sent on April 21st and rejection letters were sent on April 24th. The applicants have 10 working days from receiving the email to appeal. The appeals committee, which is different from the awards committee, has 30 working days from the date of the appeal deadline to respond.

4d. SET policy latest edits

Discussion ensued, especially focused on sections 4.7 and 4.8. Dobb noted that the departments could compile data, but didn't want her office to be involved. There should not be an expectation that the administration would aggregate data as noted in these sections. Jennings asked if section 4.8 was new to the document and raised concerns about administrative access. Dobb notes that the Deans already have access to the data. There was more discussion about this, but the committee decided to leave the language as is. Wakimoto asked if FAC wanted to vote to forward this to ExCom or should it be sent back to the subcommittee for further revision. It was decided to not send forward to ExCom as it is unlikely that ExCom will get to this document this year and there needs to be more discussion surrounding the aggregation and use of student evaluations of teaching before the document is ready for a vote.

5. Discussion

5a. Office Hour draft survey

Moon noted that we cannot create useful survey questions until after we look at other campuses' policies and are able to create different scenarios of office hours to use on the survey. He noted that the survey will most likely show that students will want more contact hours and faculty will want fewer, overall, so we have to be very careful in creating the survey in order to obtain useful data.

6. Adjournment

Meeting adjourned at 3:15 pm.

Minutes respectfully submitted by
Maria Gallegos