

## APPROVED Minutes FACULTY AFFAIRS COMMITTEE MEETING

Wednesday, January 3, 2018 SF 329

In attendance:

James Murray, Chair  
Kathy Hann, Mathematics  
Linda Dobb, Presidential Appointee  
Eric Engdahl, TED  
Grant Kien, Communication  
Mark Karplus, Academic Senate Chair (guest)  
Kimberly Kim, Nursing & Health Science  
Peter Marsh, Music  
Sarah Taylor, Social Work (via phone)  
Jiannan Wang, University Libraries

Called to order 2:00 PM

1. Approval of the agenda
  - Murray moved
  - Kien second
  - Unanimous approval
  
2. Approval of 11/15/2017 draft minutes
  - Correction to Engdahl's name in the minutes
  - Moved by Murray
  - Kien second
  - Unanimous approval
  
3. Reports
  - a. FAC Chair
    - Office hour policy and disruptive behavior documents are ready for a vote.
    - RTP subcommittee is still working on changes, especially in section 9.
    - The SET subcommittee has met once and we are discussing possible changes to the quantitative report of student evaluations to make them more clear and bolster their validity.
  
  - b. Presidential Appointee
    - We need to put the call and application out for the Exceptional Level of Service to Students awards. These have been extended for two years.
    - Dean of Business search is successfully completed, announcement to come soon
  
  - c. Semester Conversion Steering Committee Report
    - Ongoing discussion of the University Hour, assessment is the main topic.

d. Lecturer Subcommittee

- The Subcommittee will have its first meeting of the 2017-2018 academic year on Wednesday, January 17.

- 16-17 FAC 13: Lecturer Subcommittee Recommended Changes to the CSUEB Bylaws passed in the Senate in November and will be placed on the Spring 2018 ballot of the University Faculty. These are the bylaws changes which would enable lecturers to serve on four of the six standing committees of the Academic Senate.

- Our referrals in the 16-17 academic year were to make a recommendation regarding revisions to the Policy on Periodic Evaluation of Temporary Faculty and to discuss and make a recommendation regarding 15-16 FAC 8 “New CSU East Bay Policy on Emerita and Emeritus Status.” Last year we made significant progress on the periodic evaluation policy and we are close to making a recommendation. We did not discuss the emerita/emeritus issue but we will discuss it this year.

- The September 7, 2017 FAC document entitled “Annual Goals for FAC in AY17-18” includes three additional items which might be appropriate for discussion by the FAC Lecturer Subcommittee:

- o A study of the impact of semester conversion on faculty workloads (a possible referral to FAC from ExCom)

- o Revision of the office hours policy and consideration of alternative contact hours

- o Consider awards specific to Lecturers

4. Business

a. Office Hours Policy: final version

- Dobb: add “traditionally known as office hours” in first paragraph
- Dobb and Kien: Change title to “Office Hours and Faculty Availability Outside the Classroom
- Passed Unanimously

b. Disruptive Behavior Document: final version

- Marsh asked for context and Murray provided brief background
- Karplus suggested adding “tenure line” to the suggested faculty members for the subcommittee
- Moved by Murray
- Kien second
- Unanimous approval

c. University RTP Document: reviewed latest version

- Cross disciplinary dossiers of particular concern.
- Added references to interdisciplinary work in section 9.

- Working on addressing ILO's in the RTP document.
- Committee discussing adding outside department faculty member to department RTP committee for interdisciplinary candidates
- Dobb: candidate nominating outside faculty may cause issues
- Engdahl: perhaps have department chair work with outside department chair to appoint the outside faculty member for the RTP committee.

## 5. Discussion

- Dobb: we should review the award announcements and applications since they will go out soon
- Murry: we will put out a call for volunteers for the award committee for Exceptional Service to Students.

## 6. Adjournment

- Murray moved
- Approved
- 2:35 PM

