

**FAC Meeting, Wednesday, October 18, 2017, 2:00-3:50 PM, SF 329**

**APPROVED MINUTES**

**Attendance:** Jim Murray (chair), Eric Engdahl, Kathy Hann, Grant Kien, Kimberly Kim, Zinovy Radovilsky, Sarah Taylor, Jiannan Wang, Linda Dobb (presidential appointee)

**Absent:** Michael Moon

**1. Approval of the agenda**

Murray motioned; Kien seconded; all approved

**2. Approval of 10/4/17 draft meeting minutes**

Murray motioned; Hann seconded; all approved

**3. Reports:**

*a. FAC Chair*

Member Moon needs to resign. A new member will be recruited.

*b. Presidential Appointee*

No report.

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

Dobb reported that Rafael Hernandez gave an overview of scheduling. Overuse of prime time – need to spread out. Discussion of giving depts an incentive to use nights, weekends, Concord. This was a preliminary discussion – no incentives have been agreed upon yet.

**4. Subcommittee Appointment list**

We still need two more reps on the RTP sub-committee. We have CSCI and CLASS reps. We need CBE, CEAS, or Library reps to serve on the RTP sub-committee.

Lecturer sub-committee needs to include at least one FAC member. Engdahl volunteered.

We have two more slots to fill on the awards sub-committee.

We have two more slots to fill on the SET sub-committee.

**5. Business:**

*a. FAC Policies and Procedures – changes or updates?*

No changes.

*b. 17-18 FAC XX: Retention, Tenure, and Promotion Policy and Procedures document for Electronic Submission of Dossiers with Quarter to Semester changes*

Murray shared a draft, and called committee's attention to a change in date from the last version to avoid having a deadline occur during winter break. Dobb discussed a title change for item #14 to include the provost. Discussion of the timetable. The "notice" row should say "presidential notice." Suggestion to add a statement to the candidate acknowledgment noting the items that need to be sent to the PAF. The RTP sub-committee will review this one more time for any final changes.

## **6. Discussion:**

### *a. Revise the office hours policy and consider alternative contact hours*

Discussion re: defining office hours, how many hours per week is reasonable given amount of time faculty spend responding to student emails, hours for online/hybrid/in-person courses, and hours for faculty teaching courses on two campuses. Suggestion to have office hours vary by department – i.e. faculty would consult with the department chair at the beginning of the academic term given all of these variables. Murray will work on a revised office hours policy document.

### *b. Disruptive students policy discussion*

A faculty member contacted FAC re: faculty discretion in working with disruptive students. Dobb clarified that in general faculty members are responsible for managing their classrooms. UPD can only remove a student from class when the behavior poses a harm to themselves or others.

Discussion of need for more faculty awareness and training around working with students of concern. Brief discussion of new CSUEB Cares website and reporting system.

Murray will review disruptive student policies of other universities and invite some guests who can speak on this issue to come to a future FAC meeting.

## **7. Adjournment**