

## APPROVED FAC Meeting Minutes, February 7, 2018

Wednesday, February 7, 2018 SF 329

In attendance:

James Murray, Chair

Kathy Hann, Mathematics

Linda Dobb, Presidential Appointee

Eric Engdahl, TED

Kimberly Kim, Nursing & Health Science

Peter Marsh, Music

Jiannan Wang, University Libraries

- 1) Approval of the agenda
  - a) Jim proposed move office hour policy to business in agenda
  - b) Week of scholarship now item 4B in business
  - c) Add exceptional service to discussion on agenda
  - d) Add to agenda – discussion 5B check to make sure all semester changes have been made
  - e) Moved by chair, seconded by Engdahl
  - f) Passed
- 2) Approval of 1/17/18 draft minutes
  - a) Jim moved, Wang second
  - b) Passed with one abstention
- 3) Reports
  - a) FAC Chair:
    - i) New college head counts memo, important for representation in senate. Science numbers are increasing but not enough to change senate representation.
    - ii) Chair attended Senate today and received diversity of feedback on the office hours policy, so I offered to have it sent back to FAC. One senator asked for a chart or list to help them understand how to meet their obligation and I will work with the senator on this and bring a revision to the Senate on Feb 20. I feel this is friendly and just a clarification.

Another Senator suggested that “in consultation with the chair” would be undue workload on the chair to meet and approve each faculty’s schedule. I am not opposed to deleting that phrase, but I feel somewhere it could be specified that the chair would be responsible for addressing any problems with faculty not being available. Perhaps that it already obvious that the chair is responsible and does not need to be written down.

Another senator suggested when a student can’t make the faculty scheduled time, that using the phrase “faculty will make provision” to

meet at a “mutually convenient time” is problematic when there is no “mutually convenient time”. So I could suggest amending it to state “faculty may make provision”.

Another senator suggested this replacement paragraph.

With the awareness that students may have problems that are handled best synchronously and/or face-to-face, faculty members will may also endeavor, if feasible, to make provision for meeting with students (either in person or electronically mediated) by appointment at a mutually convenient time if a student can not meet during the stated schedule of availability. The time committed to meet students face-to-face is included in the minimum 3 hours of faculty availability.

I added the last sentence to make it clear that the faculty can limit their weekly hours to 3 and that additional appointments would count.

There were a couple of senators that expressed some opposition to a fully flexible policy and suggested that perhaps some faculty should be obligated to set aside some time for face-to-face each week. Personally, I think adoption this might make it hard to determine how much time a part-time instructor would be obligated to allocated to face to face versus other forms of availability. So I favor leaving it flexible.

- iii) At Senate there were several comments on the Exceptional Levels of Service policy and I did suggest waiver of the first reading, and explained that with the waiver our schedule would be delayed. To stay on schedule we would have had to waive the first reading. Some of the proposed changes were just typos which I can show you tomorrow and correct. But one critique was the the policy did not address the original intent from the bargaining session. I also need to work on an emailed call for more faculty to serve on the selection committee.
  - iv) The RTP subcommittee met yesterday and have suggested changes to the document that are beyond what is in the PDFs linked to the agenda. We decided we can't get rid of first-year retention review, but we can simplify the process so it will be shorter and easier for everyone. 2nd-year review will remain the same. Also, we have had extensive discussion about interdisciplinary work and the ILOs, but have not finalized all of that language.
- b) Presidential Appointee:
- i) Quickly converting to semesters. Clarifying questions regarding expected loads for FERPers and lecturer. August 20th first day of classes. Ten year calendar is available. Held a meeting this morning with 50 staff members regarding semester conversion units, etc. We need to start talking to

students about graduating soon if possible. For example must pass WST soon so they don't have to come here for another semester. Jim asked to have important dates be added to a google calendar for Academic Affairs, ORSP, etc. Faculty can subscribe to calendars of their choice.

- c) Semester Conversion Steering Committee (SCSC) report:
  - i) no report, meeting this Friday.
- 4) Business
  - a) Office Hours - Murray, CBA does not specify number of hours. Brought up suggestions from Senate. See his report above. Dobb, should have 3 hours per week where faculty can be found, in office and/or online. Murray, how should we deal with scheduling meetings with students outside of regular hours. Dobb, if the extra meetings reduce hours following week, then it should be clearly posted on office door and emailed to students. Engdahl, I could sit in my office and no one shows up, but then I spend extra hours outside of scheduled hours helping students. Murray, we should leave the policy as it is worded since the point is that faculty should be available to students. Murray- senators worried we are not protecting faculty workload. Hann- delete "endeavor". Engdahl- delete "synchronously". Kim- "will" perhaps could cause liability issues. Engdahl- simplify language. Jim made edits. Kim- what if 10 students ask for extra hours, how does this work with workload? Engdahl- there is usually an ebb and flow of student need, should keep policy simple. Wang- does this include time responding to student emails. Murray yes. Murray - will make link available to view the office hour document.

Murray - are we happy with the way it is after these edits. We no longer (2:50) have a quorum, so will vote on it next meeting.

- b) Week of Scholarship-Need to change dates. Dobb, week of scholarship is around April 25<sup>th</sup>. Jim changed dates accordingly. Will vote on approving these changes electronically.
  - c) Disruptive Student Behavior- Murray, Excom suggested changes. Make it clear the document relates to faculty interactions with students. Added word "students" to address constituency. Add a University Counselor. Changed it to Student Health Counselor. Involve more students in committee. So added one more student. We will vote to approve via email.
  - d) Change Subcommittee on Student Evaluations of Teaching to Subcommittee on Evaluation of Teaching. Will be placed on the next agenda.
5. Discussion
- a. Exceptional Service

Murray - Suggested changes from Senate. One visitor mentioned origin of program underrepresented faculty having the greater burden of mentoring students. Murray, CBA does not mention the origin of the program. Dobb- it's there in criteria 1 (of Exceptional Service document.).

Murray - need to change the dates since the policy was not approved.

Call for proposals will go out February 22

Proposals Due March 23

Murray- senators were concerned about no minimum number units for the award. Dobb- hours are based on the number of hours committed in their application. The hours are converted to units. Many projects are less than 3 units. Murray told senate the subcommittee will work it out.

Dobb- we should move this forward with the date changes and discuss the cultural taxation issue for the call next year.

Tabled to next meeting.

b. Review of semesters revision of documents

Murray- will review what we have completed and email us.

c. RTP Updates

Murray -RTP subcommittee will meet soon. Updates: can't eliminate 1<sup>st</sup> year review, but we truncated the review process. Just goes straight from chair to provost. Due by Dec 15<sup>th</sup>. Based on CV and syllabi.

Murray - Section 9, Affinity hires. Added 9.2 Dropped requirement to have an outside department faculty but added documentation. Sustainability wants us to be sure ILO's valued in the RTP document. Sustainability suggested we add that committees evaluate whether the ILO's are being addressed.

Kim- ILO's are for students to achieve.

Hann - the ILO's should be evaluated for all candidates. Murray- it's only there as an optional section.

Dobb - add list of more possibilities to include community engagement, will send the list to Jim.

## 6. Adjournment

