

APPROVED MINUTES

FACULTY AFFAIRS COMMITTEE AGENDA

Meeting, Wednesday, March 07, 2018, 2:00-3:50 PM, SF 329

Present: Chair, James Murray, PA Linda Dobb, Kathy Hann, Grant Kien, Peter Marsh, Sarah Taylor, Jinnan Wang

1. Approval of the agenda
 - a. Agenda changed. Moved: Murray/Second: Kien; none/none
2. Approval of 2/7/18 draft minutes
 - a. Moved: Murray/Second: Kien; none/none
3. Reports:
 - a. FAC Chair Report
 - i. Found policies from other CSUs that could serve as a useful model for FAC in developing a policy on office hours;
 - ii. Reported progress in developing a draft of the policy on Periodic Evaluation of Temporary Faculty. Hopes to have this ready by a later meeting;
 - iii. Is also working on a policy regarding Student Evaluation of Teaching;
 - iv. Reported that the Senate approved Exceptional Service Policy, meaning FAC can form an evaluation committee;
 - v. Reported the Excom approved request to form a subcommittee on Disruptive Behavior
 - b. Presidential Appointee
 - i. Discussions on Exceptional Levels of Service ongoing. PA Dobb says she checked on legality of policy as-drafted. Discussions are ongoing and final version of this policy will be sent out soon.
 - ii. Draft Policy on Periodic Evaluation of Temporary Faculty was passed out to members. This is to be discussed at a later date.
 - iii. Revisions are being made to RTP documents for semesters. More extensive revisions may be brought up again next year.
 - c. Semester Conversion Steering Committee (SCSC) report
 - i. Wang reported on discussions concerning summer schedule in semester sessions.
4. Business:
 - a. 17-18 FAC 3: Revisions to the Faculty Office Hour Policy (second reading at Senate *scheduled for 2/6/18*)
 - i. Latest updates - Murray reported discussions he'd had with respondents who said they wanted set times when faculty member would be available live (phone or face-to-face). Discussion among committee members regarding explicitly stating when faculty would be available. Discussed

adapting policy from San Jose State (i.e. a minimum of 2 hours a week, but allows departments to develop guidelines for office hours, especially for lecturers/part-time faculty). Murray agreed to adopt the policy there for discussion at next meeting.

- b. Draft FAC Policies and Procedures with proposed SET name change
 - i. Proposal to delete word “Student” from Subcommittee on Evaluation of Teaching. Adjusting the title to better reflect the types of work that goes on in that subcommittee. Moved: Murray/Second: Kien; none/none.
 - c. Discussion of document on Exceptional Levels of Service
 - i. Move to select Kimberley Kim to serve as FAC representative on subcommittee to evaluate applications for exceptional service. Moved: Murray/Second: Kien; none/none.
 - ii. Murray discussed the procedure to distribute applications received by the Presidential Appointee's office to the evaluation subcommittee. PA Dobb says she will share applications received with subcommittee members. Murray will give members “marching orders” describing the exact amount of WTUs to give out, deadlines, and other details.
 - d. Discussion about document about Special Subcommittee to address disruptive behavior
 - i. Removed peoples names; minor changes to the nature of the document
 - ii. Sarah Taylor approved to be part of this committee. Moved: Murray/Second: Kien; none/none.
 - e. Draft SET policy
 - i. Student Evaluation Teaching policy is still in development. May be ready by next meeting.
5. Information:
- a. Semester Conversion/FAC document updates
 - i. Went through a list of the FAC charges regarding semester conversion. Murray reports FAC is making progress on all outstanding issues.
 - ii. Memo to provost confirming makeup of URTP committee
 - 1. FAC voted to accept the provost’s division of faculty: CLASS 2, CSCI 1, CBE 1, CEAS 1. Moved: Murray/Second: Kien; none/none.
6. Adjournment