

Approved Minutes FACULTY AFFAIRS COMMITTEE MEETING

Wednesday, April 4, 2018 SF 329

In attendance:

James Murray, Chair
Kathy Hann, Mathematics
Linda Dobb, Presidential Appointee
Eric Engdahl, TED
Grant Kien, Communication
Kimberly Kim, Nursing & Health Science
Zinovy Radovilisky, Management
Sarah Taylor, Social Work

Called to order 2:00 PM

1. Approval of the agenda
Agenda passed unanimously
2. Approval of [3/7/18](#) draft minutes
Murray moved minutes, Kien seconded
Passed unanimously

3. Reports:

a. FAC Chair

Impending calendar change was discussed in Senate. Funding and shared governance were also discussed in Senate. Student evaluation of teaching subcommittee needs one more meeting. RTP document almost ready, probably in one more week. Lecturer subcommittee continues to meet.

b. Presidential Appointee

Sent calendar to Chancellor's office, we can't start until Aug 17th. Working with lecturer subcommittee. Awards ceremony is April 24th at noon in UU 311. We need to choose the awards. We have a lot to do between now and end of quarter.

Kim - Exceptional service committee finished their work on Monday night. Kim gave the recommendation memo to Murray.

c. Semester Conversion Steering Committee (SCSC) report

Dobb – we're really just about done. They think they're on target to make PeopleSoft work under semesters. Dobb is concerned about all of the calendar changes. There was an advising submit on March 16th. Moving ahead with University Hour pre-planned programming for the Thursday hour.

4. Business:

- a. [17-18 FAC 3](#): Revisions to the Faculty Office Hour Policy (*second reading at Senate scheduled for 2/6/18*)

We are re-starting working off of San Jose State's Policy. Murray moved to begin discussion of new document, Kien seconded. Dobb – is the comment “if doing administrative work still need to have office hours” still in the new document? Faculty need to be available even if they're not teaching. Taylor – maybe end sentence at “per week” and strike “unless the faculty member is not teaching.” Committee agreed to this change. Kien– add a comma after support in first line and include advising somewhere below in document. Kim – do department chairs need to have 3 hours office hours per week? Committee agreed policy would include department chairs. Only changes agreed on are the comma added in first line and striking “unless the faculty member is not teaching.” Discussion of effects of new policy. Kim – what if faculty teaching only 8 weeks, do they have to have office hours the second 8 weeks. Engdahl – this is covered by the following paragraph which says special circumstances should be worked out within the department. Passed unanimously.

i. [Common syllabus items](#)

Murray put up possible core syllabus additions. Dobb - add something about civility. Kien- covered by 1? Taylor – yes we should add civility also her department has an inclusivity statement. Radovilsky- is it a liability to not include these statements. Dobb - yes, we need to include them. Murray suggested a sentence from the Standards for Student Conduct. Taylor- include an assessment statement just so students know someone else may be reading their work. Taylor added some paragraphs to consider. Radovilsky – it’s getting too long. Murray – should include statement about office hours. Taylor- office hours, etc. are already in a senate document listing syllabi requirements. Decided not to include the two paragraphs suggested by Taylor. Murray – move to add D, Engdahl seconded, passed unanimously.

b. [Draft](#) Temporary Faculty Periodic Evaluation Policy document

Dobb – new document clarifies what we do. Only tenured or FERP faculty can evaluate temp faculty. New with new contract, lecturers are only reviewed at the end of their three-year contract. Murray – why need new (ii)? Dobb – they re-organized the document by type of appointment. Murray – moved, Kien second. Discussion. Radovilsky – does it still say committee should include at least two faculty? Dobb – it just says “committee” so at least two is implied. Taylor- change “in” to “for 6 consecutive years” in iii. Murray – vote, passed unanimously. Murray – he will get us a copy of the cover document.

c. [Academic Calendar](#)

i. [CSUEB 18-19 calendar](#)

ii. [Letter](#) from Chancellor’s Office regarding 18-19 calendar

Dobb – we must have 147 instructional days, 170 academic work days, not to exceed 180. First can’t start until August 17. Second, grades are now set to be due January 8, which makes international travel impossible for Jan 2-8 unless people take leave without pay. Some campuses have grades due in January, but usually January 2nd. Could make grades due January 4th, but can’t take away any more work days since 170 minimum. Radovilsky- why not make grades due December 21. Wang – must be some reason, what do other schools do? Dobb – do we want to make this change this year? Radovilsky - makes sense to follow what we have done in the past, make grades due one week after finals end, so Dec 21. Summary – move 15 to 17th in August, remove work days in January, add three work days in Dec, 17, 18, 19 with grades due the 19th. This meets our 170 work days. Murray – which week is final’s week? Clarified and agreed it is the same as we do now with quarters. Murry – moved to changes mentioned above. Kien seconded. Passed unanimously.

5. Discussion Item:

Murray – add a link to 10 year calendar to “calendars” page. All agreed a good idea. Taylor – can we also put it on the faculty page? Pulled up faculty page. Taylor - misses all the things that used to be there. Murray – will add another link with more resources. Kien – found it under Faculty Development “more”. Murray – will get feedback to make link easier to find. Taylor – it all needs updating.

6. Adjournment

3:06